



**Ernest and Leslie Zomalt
Outstanding Service Award
MPP/Administrator – AY 2017/2018**

This award is given annually to a staff member or MPP/administrator selected for their contribution toward the achievement of the university's mission and demonstrated service to the campus community. The recipient of this award may be selected on the basis of a career of achievement or for extraordinary service for a single event. Their efforts to achieve cross functional teamwork during their career or the achievement of the extraordinary event will also be considered. The award alternates each year between staff and MPP/administrators. This year the award will go to a deserving administrator.

2017/2018 Timeline:

October 25 (8:00am)	Deadline for nominations
November 6	Executive Council recommendations due to President Haynes
December 18	Award Announcement
January 18, 2018	Faculty and Staff Award Ceremony

Eligibility:

1. Applicants/ nominees must have at least one year's service at CSUSM.
2. All university staff members (state, non-state, and auxiliary) are eligible to apply for and receive this award.
3. Student assistants and faculty are not eligible for this award. Staff will be eligible for this award in AY 2018/2019.

Application and Review Process:

1. The nomination form can be found at:
<http://www.csusm.edu/president/awards/zomalt/guidelines.html>
2. Nomination forms should be sent electronically to soconnor@csusm.edu.
3. HREO will review all applicants for eligibility – years of service, performance evaluations, etc.
4. The President's Executive Council will serve as the screening committee of eligible applications. The Executive Council will recommend two-three finalists to the President who ultimately makes the final decision.

Presentation of the Award:

An announcement to the campus community will be sent after the President has selected the recipient of the award. The awardee will be recognized at the January 18, 2018 Faculty and Staff Awards Reception and will receive a \$2,000 privately funded award, a plaque and their name engraved on the perpetual plaque located in the 1st floor lobby in Craven Hall.