



OUTSTANDING STAFF AWARD

PURPOSE OF AWARD

The Dean of College of Education, Health, and Human Services (CEHHS) at California State University recognizes one staff member each year who significantly contributes to the college, advances the university and the college mission of educational excellence, and demonstrates dedication to our diverse student community.

TIMELINE:

November 1:	Deadline for Nominations
December 1:	Deadline for Nominees to submit resume/CV to the Dean's office
January 15:	Deadline for Dean and Associate Dean to choose three names
February 1:	Deadline for the Deans recommendations due to the Dean's Advisory Council
May 1:	Award Announcement

ELIGIBILITY

All current staff members in CEHHS who had appointments for the previous academic year (16/17).

NOMINATION PROCESS

Staff members are nominated for this award by department chairs/school directors, all faculty, other staff members, or by MPPs (no self-nomination). The person wishing to nominate a staff member should fill out a form that will be provided electronically including a 300-500 word essay focusing on the actions of the nominee that have gone above and beyond their normal duties and their commitment to the college. Once nominated the staff member should submit a short resume/CV.

AWARD CRITERIA

The staff member should successfully demonstrate:

- Consistent and notable commitment to the mission of the university and the college
- Dedication to our diverse student community
- Exemplary contributions to the success of our student success and college

SELECTION PROCESS

The Dean and Associate Dean will choose three names from those submitted. The three names will then go on a ballot which will include the 300-500 word essay for the college community to vote on. The Dean will announce the recipient of the award to the community by May 1.

SUBMISSION/INFORMATION CONTACT

Nominations and all questions should be directed to Melinda Jones in the Dean's Office. She can be reached by phone at 760-750-4291 and by e-mail at mjones@csusm.edu.

AWARD & RECOGNITION

The recipient of the award will be recognized at the CEHHS Annual Recognition Ceremony in early May.