



OUTSTANDING STAFF AWARD

PURPOSE OF AWARD

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

TIMELINE:

September 30 th	Deadline for Nominations
October 14 th	Deadline for Nominees to submit resume/CV to the Dean's office
November 11 th	Deadline for the Awards Review Committee recommendations to the Dean
November 18 th	Award Announcement
December 6 th	Award Recognition

ELIGIBILITY

All current temporary/probationary/permanent staff members in CEHHS who had appointments for the previous academic year (18/19) are eligible.

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, illustrating commitment to the college and how they meet the criteria below. Once nominated, the staff member will be requested to 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, and
- Exemplary contributions to the success of our students and/or college.

SELECTION PROCESS

The college will convene an Awards Review Committee (ARC) to review the nominations and make recommendations to the Dean. The ARC will be comprised of four individuals including 2 CEHHS faculty; 1 CEHHS lecturer (no more than one lecturer or faculty member from each unit); and 1 CEHHS staff member. The ARC will follow the guidelines and calendar noted above.

SUBMISSION/INFORMATION CONTACT

Nominations and related materials should be directed to Malachi Harper in the Dean's Office. He can be reached by phone at 760-750-4291 and/or by e-mail at mharper@csusm.edu. He is also available to address questions as needed.

AWARD & RECOGNITION

The recipient of the award will be recognized at the CEHHS Annual Holiday Celebration on December 6, 2019.