Purpose of the Recognition: Encourage, recognize, and reward employees for involvement and participation in a specific project / initiative / event by a team (department or division) that supports one or more of the following:

1. **Collaboration:** Ability to work with others in another department / division toward a shared goal and outcome that benefit a major sector of the University.

2. **Innovation:** Exceptional efforts to enhance the University’s operational effectiveness through enhanced systems/processes and continuous improvement.

3. **Responsiveness:** Behaviors/actions demonstrated to an unforeseen circumstance or extraordinary situation.

4. **Service:** Exceptional efforts to enhance service to the “customer” in support of the University’s mission.

5. **Teamwork:** Capability to comprehend and recognize the diverse strengths and abilities in a group setting and then applying them to one final solution; behaviors / actions demonstrated that embrace and support the University’s commitment to promoting, enhancing, and sustaining diversity awareness and impact.

Winning Team Members Receive:

- Personalized plaque and monetary gift of $200 per staff team member funded by the Foundation. The maximum monetary gift is $2000 per team. Teams with more than 10 members will receive a pro rata share of $2000 or less than $200 each. Faculty and MPP team members receive plaque only.

Process and Eligibility: Any CSUSB employee or student may submit a nomination. Nominations need to be approved by all levels of supervision up to the Dean/Director level before submitting to Human Resources. Nomination forms are available in Human Resources, SH-110 and downloadable from http://admin.csusb.edu/HR.

Nominations for teams working on projects / initiatives / events that are completed by June 30th of the fiscal year are eligible for submission. For example: a project needs to be completed by June 30, 2011 to be eligible for consideration this year. Teams must have at least five employees with 51% participation from staff positions (non-MPP or Faculty). Students and student assistants are not eligible. Team members who leave the University prior to Convocation are not eligible for the award. Special exception may be made for those retiring prior to Convocation.

Notes and Helpful Hints: The Nomination Review Committee consists of representatives from each division who evaluate all submissions meeting the criteria above. Nominations are evaluated on substantive and specific examples supporting the various criteria. Remember, the Nomination Review Committee may not be as familiar with the team’s achievement so please be as comprehensive as possible – the only information the Committee relies upon to make a determination is what is provided on the nomination form! It is the responsibility of the Nominator(s) to make sure all participating team members who should be recognized are included in this nomination.

**DEADLINE:** June 30, 2011