2010 President’s Staff Awards: Nomination Packet

Outstanding Employee & Special Achievement Categories

Nomination Period: May 17 – June 30

There are four (4) award categories that recognize exceptional performance and special achievements by campus staff: Outstanding Employee, Special Achievement, Distinguished Service, and Team Achievement (separate nomination form). Award recipients are selected from nominations submitted by the campus community. Winners are announced at the annual Fall Convocation. Nomination forms are available in Human Resources, SH-110 and downloadable from http://admin.csusb.edu/HR.

President’s Outstanding Employee Award (two winners) recognizes excellence in overall performance. Each award winner will receive:

- Designated parking space for one academic year
- Monetary gift of $1000.00 funded by the Foundation
- Personalized plaque and personalized nameplate for perpetual plaque
- Complimentary CSUSB Theater tickets and complimentary CSUSB Athletic tickets

President’s Special Achievement Award (two winners) recognizes a specific contribution beyond the regular expectations of the position. Each award winner will receive:

- Monetary gift of $1000.00 funded by the Foundation
- Personalized plaque and personalized nameplate for perpetual plaque
- Complimentary CSUSB Theater tickets and complimentary CSUSB Athletic tickets

Distinguished Service Award (up to 10 winners) are selected from the remaining nominees after the President’s Outstanding Employee Award and President’s Special Achievement Award winners are identified. Each award winner will receive:

- Personalized plaque
- Monetary gift of $500.00 funded by the Foundation

Eligibility requirements for nominees:

1. Achieved permanent status with the University in a non-MPP state position OR be a regular non-MPP employee of the Foundation, Associated Students, Student Union, or Housing.
2. Employee must have completed at least two years of service at CSUSB as of 6/30/2010.
3. Foundation Grant employees with at least four years of service as of 6/30/2010 are also eligible.
4. Employee has not won an award in the same category in which they are currently being nominated for.
   **Exception:** Distinguished Service Award winners are eligible again after three years. Please refer to the attached list of past winners.

**NOTES AND HELPFUL HINTS:** The Nomination Review Committee consists of representatives from each division who evaluate submissions meeting the criteria above. Nominations are evaluated on substantive and specific examples supporting the various criteria. Nominator(s) are encouraged to collaborate with others to ensure that the nomination is 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 submit a complete packet, including all appropriate signatures.

**DEADLINE:** June 30, 2010