President’s Team Achievement Award 2006

Purpose
This award is designed to recognize and encourage distinct and outstanding contributions of employees working as teams.

The goals of the award are:

- Encourage teamwork and collaboration across divisions and departments;
- Provide an avenue to recognize extraordinary programs where employees are working together through teams with a focus on the achievement of strategic and operational goals; and
- Recognize the outstanding efforts of teams that contribute to an enhanced University environment.

The Award
The awards will be presented annually (during Convocation) to two teams determined to best exemplify the award’s criteria. The award will consist of a monetary gift of $200 per staff team member, with a total award to any one team not to exceed $2,000. Project teams of more than ten people will receive a pro rata share of $2,000 or less than $200 each. Additional recognition will include a recognition plaque presented to each team member and special recognition in appropriate University publications.

Eligibility
Nominations should be submitted for activities that were completed by June 30th of the fiscal year prior to presentation of the award. (For example: June 30, 2006, with the award being presented at the Fall 2006 Convocation). Teams must consist of at least five people. Team members who leave the University prior to the presentation of the award are not eligible to participate. The majority of employees comprising a team must be staff (non-MPP, non-faculty).

Nomination Criteria
Nominations for this award may be made by any CSUSB employee or student. Nominations should be reviewed and approved by all levels of supervision up to the Dean/Director level before being submitted to the Human Resources Department. Nomination forms may be found at: http://adminfin.csusb.edu/hrd/teamawards.html

Projects nominated for consideration must fall into one or more of the following five categories:

1. **Teamwork and Collaboration**: Recognition of teams working across division or department lines with a shared goal and with outcomes that benefit a major sector of the University.
2. **Customer Service**: Exceptional efforts to enhance customer service in support of the University’s mission.
3. **Enhanced Processes**: Exceptional efforts to enhance the Department’s/Division’s/University’s operational effectiveness through innovation and continuous improvement.
4. **Diversity**: Modeled behavior by a team that embraces and is supportive of the University’s commitment toward a more diverse campus population.
5. **Unforeseen Response** to an extraordinary situation or circumstance.

Nomination Review Committee
The current Employee Awards Rating Committee, consisting of representatives from each Division, will rate and recommend the finalists for the award. Once the Rating Committee has made their selections, the appropriate Division Vice President(s) of the finalists chosen for the award shall review the nominations and forward the recommended recipients’ nominations to the President.
2006 President’s Team Achievement Award ~ Nomination Form

**Please print or type**

<table>
<thead>
<tr>
<th>Team Name:</th>
<th>Nominator Name:</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Team Members’ Names and Divisions:**

---

**Eligibility checklist**

- Team consists of at least five members, the majority of whom are staff (not MPP or faculty)
- Activities completed by June 30, 2006
- Activities/projects must fall into at least one of the categories described below
- Approval signatures of all levels of supervision up to the Dean/Director level on page two of this form
- Form submitted to HRD (SH-110) by 5:30 p.m. on June 30, 2006

**INSTRUCTIONS: PRINT OR TYPE A CONCISE DESCRIPTION OF THIS TEAM’S ACHIEVEMENTS IN THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Categories</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork &amp; Collaboration: Collaboration <em>between departments or across divisions</em> with a shared goal and with outcomes that benefit a major sector of the University</td>
<td></td>
</tr>
<tr>
<td>Customer Service: Exceptional efforts to enhance customer service in support of the University’s mission</td>
<td></td>
</tr>
<tr>
<td>Enhanced Processes: Exceptional efforts to enhance the Department’s / Division’s / University’s operational effectiveness through innovation and continuous improvement</td>
<td></td>
</tr>
<tr>
<td>Diversity Impact: Behavior that embraces and is supportive of the University’s commitment toward a more diverse campus population</td>
<td></td>
</tr>
<tr>
<td>Unforeseen Response to an extraordinary situation or circumstance</td>
<td></td>
</tr>
</tbody>
</table>
1. Nominator signature: ___________________________ Date: ________________

2. Approval signatures of all levels of supervision of team members. If team is cross-Division, obtain the signature of immediate supervisor and Dean / Director of all areas represented.

   Immediate supervisor: ___________________________ Date: ________________
   ___________________________ Date: ________________
   ___________________________ Date: ________________
   ___________________________ Date: ________________

   Dean / Director: ___________________________ Date: ________________
   ___________________________ Date: ________________
   ___________________________ Date: ________________
   ___________________________ Date: ________________

Nominator(s): Obtain the above signatures prior to submitting to HRD in SH-110 by the 6/30/06 deadline.

Nominations of finalists chosen for the award will be reviewed and approved by the appropriate Division Vice President(s) and forwarded to the President.

NOTE: A ONE-PAGE SUPPLEMENTAL DOCUMENT (CO-NOMINATOR SUPPORT LETTER, REPORT, WORK SAMPLE, ETC.) MAY BE ATTACHED BUT IS NOT REQUIRED.