

College of Engineering Outstanding Staff of the Year Nomination Form

Overview:

Staff play a key role in advancing the College, and their performance above and beyond expectation should be recognized. The CENG Outstanding Staff of the Year initiative seeks to do just that and will celebrate staff from across the college.

Eligibility for Nominees:

- Carries out responsibilities professionally and collaboratively, providing excellent service to all those with whom they work and serve.
- Takes initiative in their work, often going above and beyond what is required.
- Employed in CENG at least one full year by March 1 of the award year.
- Must be a permanent classified staff member of CENG working at least 50% time.
- Must not have received written reprimand or disciplinary action between April 1 of the previous year & March 31 of the award year.
- Recipients who have received the award in the last five years who are not eligible.

Process for Nomination and Selection:

- Nomination may be made by any UNT employee or student. A nominator may write a letter of support for more than one nominee.
- Complete the fillable form, giving specific examples of how the staff member has met or exceeded the criteria, and keeping within the allotted word allowance. Additional attachments will not be accepted.
- Submit the completed document electronically to CENGStaffAward@unt.edu.
- The nomination will be reviewed by the CENG Executive Committee and recommendations will be submitted to the Dean.
- The final recipient(s) will be selected by the Dean.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

STEP TWO: Give specific examples of how the nominee has met the following criteria:

- Carries out responsibilities professionally and collaboratively, providing excellent service to all those with whom they work and serve.
- Promotes the mission and goals of their College or Department.
- Takes initiative in their work, often going above and beyond what is required.
- Demonstrates dedication and approaches work life with a positive attitude. **(500 word limit)**

To submit nomination form (nomination is open September 1 through March 3 annually):

- Step 1: Complete all the form fields
- Step 2: Download and save the form
- Step 3: Create an email to CENGStaffAward@unt.edu with “*Staff Award Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email