

# Annual College of Arts and Sciences 2019 Staff Excellence Award

The College of Arts and Sciences *Staff Excellence Award* is presented to a staff member who demonstrates outstanding service above that required and expected.

**Deadline for Nominations and Complete Packets:**

**April 12, 2019**

**Please email nominations to Diane Riehlmann – [riehlman@loyno.edu](mailto:riehlman@loyno.edu)**

## **Nominations**

Nominations will be solicited once per year in the spring semester. Nominations may be submitted by any member of the College of Arts and Sciences. A letter of nomination should include the nominee's position, department and reasons for nomination.

## **Criteria for Selection**

1. A full-time staff member within the College of Arts and Sciences.
2. Superior performance in one's position above is required.
3. Contribution to making one's department/program and/or the College as a whole responsive, supportive and friendly to students, staff, faculty and other university members.

## **Eligibility**

1. Any full-time staff member of the College of Arts and Sciences.
2. The recipient must be employed by Loyola for at least one year prior to being nominated for this award.
3. Staff members may receive this award more than once in their career at Loyola.

## **Award Selection Procedure**

1. No member of the selection committee may nominate staff for the award.
2. No member of the selection committee may write supporting letters for nominees.
3. Committee members may not vote on nominees from their own department.
4. The Committee will open nominations, organize nominee materials, coordinate the selection committee meeting(s) and notify winners of the award prior to the Honors Convocation.
5. The following items shall remain confidential: names of nominees, number of nominees, all supporting materials for nominees and committee discussions and voting.

## **Nominee Support Material**

The nominator is responsible for submitting a letter of nomination along with other letters of support for consideration by the selection committee.

## **Selection Committee**

The Selection Committee will consist of two CAS unit leaders, a staff member from outside the College and a Dean's Student Advisory Committee (DSAC) representative.

**Winner will receive \$1,000.**

**The recipient of this award will be announced at the College of Arts and Sciences Honors Convocation on May 10, 2019**