

Washington State University
College of Agricultural, Human, and Natural Resource Sciences
2008-09

Staff and Administrative Professional Award Nomination Guidelines and Selection

<u>Date</u>	<u>Deadline/Activity</u>
September 30, 2008	Call for Faculty/Staff Nomination Letters
October 21, 2008	Faculty/Staff Nomination Letters Due in Academic Programs
November 14, 2008	Selected Nominees Identified, Full Packets Requested
January 9, 2009	Full Nomination Packets Due in Academic Programs including electronic biography (packets will not be accepted after this date)
January 15/16, 2009	Nomination Packets Sent to Selection Committees
February 10, 2009	Picture of Nominee Due in Academic Programs (academic@cahnrs.wsu.edu)
March 3, 2009	Department Review of Awards Program Materials
April 4, 2009	Awards Banquet – Winners Announced

Intention: The Classified Staff and Administrative Professional (AP) Excellence Awards recognize contributions to a productive workplace through leadership and collegial activities, as well as professional and ethical behavior. These awards recognize the quality and quantity of the recipient's work and contributions to the college's mission, image, and goals.

A. Prescreening Application Nomination Letters

The awards process requires a prescreening stage for nominations for faculty and staff awards. This will be accomplished by submitting a one page letter outlining the justification for the nomination and outlining the individual's award worthy accomplishments. Eleven copies of one page justifications for each employee nominee are required to be turned into Academic Programs by October 21, 2008.

B. Nomination Packet Guidelines

Packet specifications: Page limitations = 8 ½ x 11, 1" margins; font size = 12 pt. Page limitations (as outlined below) must be followed. If the nomination packet specifications are not followed, the packet will be rejected.

Eleven (11) nomination packets each in a tab or comb bound folder should be submitted to Academic Programs – CAHNRS, Hulbert 423, zip 6243 by January 9, 2009. [Do not use three-ring binders since they are too expensive and difficult to mail.] The specified tabs should be listed as below.

Tab 1**Nomination**

Complete nomination form including press, photo release, and short narrative about the candidate and his/her activities leading to the nomination that will be included in the Awards Program. This paragraph should not exceed 150 words. Please submit an electronic copy of the narrative to Linda Bentley academic@cahnrs.wsu.edu by January 9, 2009 with nominee's name and award in the subject line.

Pictures of the nominee are required for the Awards Banquet Program. If departments arrange with the Veterinary Biomedical Communications Unit (BCU) to have a picture taken, they must submit an IRI to BCU. Academic Programs will also accept a high quality digital head shot i.e. mid-chest up submitted electronically to academic@cahnrs.wsu.edu with nominee's name and award in the subject line. **DEADLINE** for submitting pictures: **February 10, 2009**.

Tab 2**NARRATIVE specific to whether the nominee is 1) Classified Technical Staff; 2) Classified Clerical/Fiscal Staff; 3)**

Administrative/Professional Staff. It should be noted that only activities conducted after starting employment with the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) are to be included in the nomination package. The narrative summary should not exceed three (3) single spaced pages.

1. Brief description of job scope, responsibilities, and clientele.
2. Performance in the nominee's assigned duties (job excellence, initiative, creativity, pro-active, continued self-improvement/education, efficiency, timeliness, conscientiousness)
3. Professionalism (motivational/mentor to others, ethical behavior, positive attitude, inspiration to others)
4. Contribution to workplace harmony and quality (teamwork and team building, camaraderie, effective communication, interpersonal skills, flexibility)
5. "Beyond the Call of Duty" (contributions to the College's/Extension's mission, image, goals, and service to the community)
6. What characteristics not listed above make this individual truly special and/or outstanding?

Tab 3 Letters of Support

These should be organized into categories -- department chair/director (required), peers; students/clientele or other with no more than two (2) letters in each category. If the chair or director nominated the individual, that letter can suffice for the required letter in this section. Do not exceed seven (7) letters total.

B. Selection Process

Selection committees are convened to review the award nominations and make their recommendations to the Associate Dean, Academic Programs.

C. Awards Process

Announcement – All employee candidates who have been nominated will be notified prior to the banquet of the decision. A formal announcement will be made at the college’s annual Awards Banquet held on April 4, 2009.

Monetary Awards: The award winner will receive a monetary award. The award winner has two options: (1) money will be transferred to recipient’s department account to be used for professional development; or (2) recipient may request a personal check. All monetary awards given to recipients will be minus the necessary tax deductions as required by law.