

**COLLEGE OF LIBERAL ARTS
OUTSTANDING STAFF AWARD**

OUTSTANDING ACHIEVEMENT

Statement of Purpose:

The College of Liberal Arts wishes to recognize those staff members who have demonstrated an exceptional level of achievement in areas such as work performance, human relations, professionalism, etc. The **Outstanding Achievement** award will go to a staff member who has:

- Demonstrated exemplary service during the past year.
- Demonstrated successful management of one or more major projects which reflect positively on the department or College.
- Implemented an innovative idea for enhancing service, improving operations, or saving money.

Recipients will receive a cash award, a letter of recognition, and their names will be placed on a permanent plaque in the College of Liberal Arts Dean's office. The Outstanding Staff Award is presented at the annual CLA End-of-Year reception.

It is the intention of the College that all employees and students are eligible to nominate any member of the CLA staff for an Outstanding Staff Award. The award is meant to recognize truly outstanding performance, is not based on longevity or impending retirement, and will be distinctive and separate from the annual performance appraisal and merit process.

Eligibility:

- All staff, regardless of job type, who have worked in the College of Liberal Arts in a full- or part-time capacity, for at least one year prior to the nomination/application deadline are eligible.
- Recipients of the CLA staff award in the prior year will not be eligible for consideration.
- Award nominees are ineligible to serve on the review panel.

Nomination/Application Procedures:

Nominations of eligible employees may be made by any Cal Poly employee or student (faculty, staff or student). Self-nominations are acceptable. The written nomination must be consistent with one or more nomination categories and provide specific examples of the distinctive and/or extraordinary achievement for which the nomination is being made. Written nominations shall be made on the College of Liberal Arts Nomination Form (located on the reverse side) and may be signed by one or more individuals. The Dean of Liberal Arts will notify eligible candidates of their nomination. The deadline for submission of nominations is the last day of academic instruction for Winter Quarter. Submit completed form to the Dean's Office in a confidential envelope. A review panel of five, consisting of the prior year's award recipients, one CLA Student Council representative, supplemented by additional CLA staff members as needed, will review the nominations for achievement/contribution and forward their final recommendation to the Dean of Liberal Arts for his/her endorsement.

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NOMINATION/APPLICATION FORM**

AWARD CATEGORY: Outstanding Achievement

Employee name: _____

Department: _____

Name of employee's supervisor: _____

Name and department of person submitting nomination (if other than employee):

The following information will be the primary factors by which the Selection Committee will choose the recipients of the CLA Outstanding Staff Award. Please be as specific as possible. Additional information may be attached. Submit completed form to the Dean's Office in a confidential envelope.

Please provide examples of how the nominee has demonstrated exemplary service (during the last year), successfully managed one or more major projects which reflect positively on the department or college or implemented an innovative idea for enhancing service, improving operations or saving money.

Additional evidence of merit: