Please provide the following information:

I. Today's Date

II. Nominee's Name, Title, and School/Department, Campus Address, Telephone Number, Email Address

III. Nominee's Length of Employment in CALS (Include Dates)

IV. Nominator's Name, Title, School/Department, Campus Address, Telephone Number, Email Address

Attach the following items to the Nomination Form:

V. Letters of Recommendation (3 types - 2 required, 1 optional) - All letters should address criteria as listed below.

A. Department Head or School Director - 1 letter - REQUIRED

B. Internal - faculty, staff, or student - 2 – 4 letters - REQUIRED
   *Internal letters of support (from faculty or staff) must reference 2 to 5 categories of the criteria.

C. External - community organizations - up to 2 letters - OPTIONAL
   Service to any CALS affiliated community (4-H, Young Farmers of America, etc.) group is applicable.
CRITERIA

These criteria address employee achievements in instruction and student services that have an impact primarily at the department/school/county level within the college. Nominees must be engaged in activities that support instruction, student programs and clubs, and/or have direct contact with students.

1. **Outstanding achievement on the job** - actions that constitute performance beyond expected standards, such as:
   - producing high quality of work over an extended period of time
   - producing high quantity of work over an extended period of time
   - giving extra effort to complete a job or handle a heavier workload
   - filling in when unit is short-staffed
   - volunteering for and working on special projects
   - serving on a committee and contributing to its success

2. **Exceptional contributions towards the effectiveness and efficiency of operations** - actions that contribute to the maximum utilization of departmental resources in instruction, such as:
   - integrating information or equipment for more efficient/effective use
   - developing new work methods that reduce waste or stretch resources
   - eliminating unnecessary actions or steps for delivering service
   - making creative suggestions that save time/money

3. **Outstanding service to faculty, staff, students or visitors** - actions that are especially helpful or make a good impression on others, such as:
   - doing things for others that are beyond job requirements
   - performing in an exceptionally courteous and cooperative manner
   - being so helpful that others write letters of appreciation
   - working with students to enhance their University experience
   - participation in University related activities or committees

4. **Special efforts in promoting workforce diversity** - actions that contribute to improving sensitivity to and implementation of diversity, such as:
   - increasing awareness of and respect for different cultures
   - eliminating culturally offensive or threatening practices in workplace
   - taking affirmative steps to help diversity in the workplace
5. **Distinguished efforts in staff development/recognition** - actions that help provide employees with opportunities to learn and to be rewarded, such as:
   - making special efforts to recognize excellence in others
   - creating extra opportunities to improve skills and abilities
   - contributing to an exceptionally supportive, team-oriented environment

**SUBMISSION OF MATERIALS**

Please send scanned nomination packet via email to cmazon@email.arizona.edu

Make sure that all of the required material is submitted in order:

   a. **Completed Nomination Form** - the form can be printed and typed or copied into a word processing program.

   b. **Recommendation Letters** - must be organized in order as listed in section V.

**Do not submit unsolicited letters or other materials.** The selection committee will only review materials which adhere to the nomination guidelines.

**Incomplete packets will not be reviewed.**

**DEADLINE: Noon on Wednesday, October 5, 2016.**

Questions regarding the guidelines, nomination process or event may be directed to James Hunt, jeh@email.arizona.edu, 520-626-3631.