

**THE SCOTT M. ELLIOTT AWARD TO
OUTSTANDING STAFF—CIVIL SERVICE
APPLICATION/NOMINATION GUIDELINES**

Objective: The Scott M. Elliott Award to Outstanding Staff (Civil Service) is designed to recognize a civil service staff member for his/her significant contributions to the College. An award, to be determined by endowment earnings, will be presented at the College's Fall Address in September.

Eligibility: To be considered for this award, the civil service employee must have been continuously employed by a department or unit within the College of Arts and Sciences for a minimum of one year by the nomination deadline **of the last Friday in March.** Awards may be received once every five years.

Selection Process: The Business/Administrative Associate to the Dean will chair the selection committee. In addition, three civil service members of the College—one from each subgroup of the College—will be elected to serve on the selection committee. In subsequent years, the previous year's winner shall also be a member of the committee.

Nomination Process: Nominations may be made by any employee of the College of Arts and Sciences. The nomination statement should be no longer than 2 pages and should contain a brief job description and an evaluation of how the nominee has performed those duties. In addition, 2 letters of recommendation, one from the nominee's direct supervisor or department chair/school director, should accompany the nomination statement.

Evaluation Process: Nominations will be evaluated on the following criteria.

- Demonstrates exceptional work performance
- Demonstrates contributions in their unit, College, or University that are above and beyond normal duties
- Demonstrates innovative ideas and/or exceptional problem solving skills
- Enhances the image of the unit through contributions outside the unit
- Promotes a congenial and professional attitude in providing customer service

Nomination packets should be sent to the College office electronically.