College of Arts & Letters
Staff Member of the Year Award, 2016-2017

The College of Arts & Letters is calling for nominations for the Staff Member of the Year Award. Only classified staff members who have served the College for a minimum of two years will be eligible for nomination. The award will be presented at the College’s End-of-Semester Celebration on April 25th at 3:00 in the Goode Theatre Lobby.

Previous winners of this award include: Marsha Jones, English Dept.; Nancy Shelton, Art Dept.; Kelly Duggins, History Dept.; Linda Hero, English Dept.; Carolyn Carter, Dean’s Office; Stacey Parks, Women’s Studies Dept.; and Tammy Allen, English Dept.

The purpose of the award is to show appreciation to an employee who has given exceptional service to students, faculty, and/or staff in the College of Arts & Letters. This exceptional service might have improved customer service, avoided complaints, saved money, or created better ways to accomplish difficult tasks. The improvement or outstanding results must be documented. Specific examples are very helpful.

Nominations should be made with the consent of the person being nominated and can be made by faculty, students, other classified staff, or immediate supervisors.

The nominee packet should include the completed nomination form (attached), a short narrative from the nominator, a brief job description (the individual’s normal duties), and (where possible) supporting documentation from at least one other source (student, faculty member, or colleague from other university offices). More than one letter can be submitted.

Nominations for this year’s award should be sent to the Dean’s Office, BAL 9000 by April 7, 2017. Please use the attached form. The nomination package should be in hard copy (do not send any materials electronically), and your packet must be complete upon delivery.

Contact the Dean’s Office at 683-3925 with any questions or for more information.