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

Nominee must be an Old Dominion University classified staff employee with at least two years of service to the College. Please submit your nominations (in hard copy) by April 7, 2017 to the Dean’s Office, BAL 9000.

Staff Member of the Year Nominee:

Name: _______________________________________

Supervisor: _______________________________________

Position Held by Nominee: ____________________________

Please attach your comments and all supporting documents – categories to use are listed below. Specific examples of outstanding service are very helpful in the selection process.

➢ Demonstrated involvement, above and beyond the required job responsibilities.
➢ Demonstrated dedication, commitment, initiative, motivation, cooperation, teamwork, and/or outstanding customer service skills to co-workers, supervisors, and other University personnel.
➢ Any public service and/or community activities and accomplishments (optional).

Nominated by: _________________________________

Department or Major: ____________________________

Date of Submission: _____________________________

Check Off Here – These items are REQUIRED:

_____ Narrative supporting the nomination and at least one other supporting document (if available) is attached. Please note: more than one letter can be submitted if you wish. Package must be complete upon delivery and must be all in hard copy.

_____ A brief job description of the nominee’s current position.

Thank you for submitting your nomination.

Contact the Dean’s Office at 683-3925 (or @odu.edu ) for more information.