

2019 STAFF EXCELLENCE AWARDS CRITERIA FOR NOMINATIONS

- Nominees for these awards must have at least 3 years of continuous service to the College of Fine Arts at the University of Utah (by the nomination deadline) and be current FULL-TIME (0.75 FTE or greater) STAFF employees in good standing. Previous recipients of the Staff Excellence Award will be re-eligible for the award 3 years after receiving it.
- Faculty, director-level staff and above, and part-time hourly employees are not eligible for this award.
- One staff member will receive an award for 2019. This award comes with a \$1,000 prize and the recipient of the Staff Excellence Award will be honored at both the College of Fine Arts Convocation in Spring 2019 and College of Fine Arts Faculty & Staff Reception (to be held after the College-wide Faculty & Staff Meeting) in Fall 2019.
- This award recognizes **superior performance** in the following areas:
 - Service Excellence
 - Demonstrates exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity
 - Exhibits through personal qualities a high degree of the following:
 - Teamwork
 - Innovation
 - Efficiency
 - Shows ongoing desire for improvement that can be emulated across the College
 - Establishes and maintains effective working relationships/communication with co-workers, leadership, students, and those outside the University
 - Commitment to the College of Fine Arts
 - Service to the College & its various units demonstrates an attitude of ongoing commitment to assist the CFA in achieving its mission and goals
 - Contributions have long-lasting benefits to the campus community
 - Nominee supports and participates in Departmental/College-wide/University initiatives and goes above and beyond their daily work
- An ad-hoc committee comprised of CFA Staff members will review the nominations based on the strength of how the nominee fulfills the criteria above. The committee will then make a recommendation to the Dean.
- Nominations may be made by current students, alumni, faculty, or staff members on the attached form. Additional letters of support can be attached to the form. Submissions of the nomination can be through campus mail, e-mail as an attachment, or fax to the following:

Attn: Cami Rives
College of Fine Arts – Dean’s Office
250 ART
cami.rives@utah.edu
F: 801-585-3066
- **Nominations MUST be received no later than 5:00 pm on April 1, 2019**



2019 STAFF EXCELLENCE AWARDS FORM FOR NOMINATIONS

Name of Nominee: _____

Department: _____

Present Position: _____

Telephone #: _____

Nominator Info:

Nominated By: _____

Department: _____

E-mail Address: _____

Telephone #: _____

Please respond to the following questions. Where possible, provide specific examples that clearly demonstrate how the nominee's actions/attitude reflect the criteria (not all of the criteria may be relevant to the staff member's position). Should you wish to include further letters of support, or if the space provided is not enough, please attach additional pages to this form.

SERVICE EXCELLENCE:

What traits are exemplified by the nominee that result in **superior** work performance? Is there some special achievement that should be recognized by this award? Please describe how the nominee demonstrates SERVICE EXCELLENCE through the qualities below:

- Demonstrates **exceptional ability** in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity:

- Exhibits through personal qualities a high degree of the following: **Teamwork, Innovation, Efficiency**:

- Shows ongoing desire for **improvement** that can be emulated across the College:

- Establishes and maintains effective working **relationships/communication** with co-workers, leadership, students, and those outside the University:

COMMITMENT TO THE COLLEGE OF FINE ARTS:

What actions are taken by the nominee to assist in achieving the Department/College mission and that contribute to long-lasting benefits in the College/University community? Please describe how the nominee demonstrates COMMITMENT TO THE COLLEGE OF FINE ARTS through the qualities below:

- Service to the College & its various units demonstrates an attitude of ongoing commitment to assist the CFA in achieving its mission and goals
- Contributions have long-lasting benefits to the campus community
- Nominee supports and participates in Departmental/College-wide/University initiatives and goes above and beyond their daily work

- Is there any **additional information** the committee should consider when evaluating this nominee?