College of Business and Technology
Staff Awards
Policy and Procedure
Updated 2016

STAFF EXCELLENCE AWARD

Purpose: To recognize and reward a staff member in the College of Business and Technology who has consistently gone beyond expectations for their position in assisting faculty, students and staff of the College.

Nomination Process: Faculty, administration, or other staff members may make nominations. An administrator cannot nominate an individual who works in his/her office or is under his/her direct supervision. Anyone who has received the award within the past 3 years is not eligible.

Nominations should consist of a letter that addresses how the work of this individual has exceeded expectations. This letter must be delivered to the dean's office in room 210 Sam Wilson Hall by the first Friday in March. The dean's office will coordinate the awards process and forward all nominations to the selection committee. The selection committee will be appointed annually by the dean and will consist of past winners of the Staff Excellence Award and at least one staff member from outside the college.

Award: One staff member from the College of Business and Technology will be the recipient of the Staff Excellence Award. The recipient will receive a plaque recognizing his/her contribution, his/her name will be added to a college plaque, and he/she will receive a monetary award of $500.

A list of eligible staff will be provided by the Dean's office.

APPRECIATION AWARD FOR RETIRING STAFF

Purpose: To recognize and reward any staff member in the College of Business and Technology who has served the College with distinction and who is retiring from the College.

Nomination Process: Supervisors or administrators will inform the dean's office of any staff member who qualifies for this award by the first Friday in March.

Award: The recipient of this award will receive a plaque recognizing his/her contribution, and he/she will receive a monetary award of $500. More than one person may receive this award in a year.