THE COLLEGE OF NATURAL SCIENCES OUTSTANDING STAFF AWARD
Nomination Criteria and Guidelines

Deadline: 3rd Friday in February of each year

All nominations must be done using the online form located at:
https://secure.cns.umass.edu/webforms/node/480.

Eligibility:
• Nominations are for both Exempt (formerly known as professional) and Non-exempt (formerly
  known as classified) staff members.
• Department Heads, department faculty members, and Exempt and Non-exempt staff may nominate
  an individual.

Please note:
• Up to three submissions for each nominee will be considered (but only one is required).
• Nominations are limited to individuals; nominations of teams not accepted.
• A nominee who has received, or is scheduled to receive, a cash award from any similar department,
  college, or university employee recognition program within the past three years is not eligible.

Criteria:
Successful nominees will have demonstrated an impact on CNS through a combination of some or all of
the following:
• Growth in areas of responsibility
• Improved a work process or system that significantly increased efficiency or resulted in a fiscal
  savings
• Performs duties with superior integrity and dedication
• Favorably represents office, administrative unit, CNS, and university
• Fosters collaboration
• Creates a positive and motivating work environment

The Nomination Process: All nominations must be done using the online nomination form:
https://secure.cns.umass.edu/webforms/node/480.

Deadline: Nominating materials for the CNS Outstanding Staff Award are due to CNS no later than 5:00
pm on the 3rd Friday in February of each year. If you need assistance with the on-line nomination
process, please contact Peter Holden at plholden@umass.edu or 413-545-1050.