CNS OUTSTANDING STAFF AWARD
Nomination Criteria and Guidelines
Deadline: Friday February 19, 2016

For 2016, there is a new process: all nominations must be done using the on-line 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.
• Nominee should be an UMass Amherst employee for a minimum of five years.

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 February 19, 2016.

If you need assistance with the on-line nomination process, please contact Mary Bell at mbell@cns.umass.edu or 413-545-2766.