

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

Deadline: 3<sup>rd</sup> 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 3<sup>rd</sup> Friday in February of each year. If you need assistance with the on-line nomination process, please contact Peter Holden at [pholden@umass.edu](mailto:pholden@umass.edu) or 413-545-1050.