THE COLLEGE OF NATURAL SCIENCES OUTSTANDING STAFF AWARD
Nomination Criteria and Guidelines
Deadline: 3rd Friday in February of each year

For 2016, there is a new process: 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.
- 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 on the 3rd Friday in February of each year.

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