

## **THE COLLEGE OF NATURAL SCIENCES OUTSTANDING STAFF AWARD**

Nomination Criteria and Guidelines

Deadline: 3<sup>rd</sup> 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 3<sup>rd</sup> 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](mailto:mbell@cns.umass.edu) or 413-545-2766.**