COLLEGE OF ENGINEERING AND APPLIED SCIENCE
Outstanding Staff Award
Recognition Policy

Recognition Category: Merit

Eligibility: This award is open to all full-time (100%), permanent classified staff and exempt professional staff who are current College of Engineering and Applied Science (CEAS) employees and who have been employed as permanent staff within CEAS for a minimum of 12 consecutive months. Staff members who have won this award within the last three (3) years are not eligible. Staff members on the Selection Committee are also not eligible.

Purpose: The College of Engineering and Applied Science Outstanding Staff Award provides recognition for a staff member who demonstrates outstanding service and dedication, competence/ability, professionalism, integrity, initiative, enthusiasm, technical expertise, ingenuity, excellent customer service and/or achievement.

Award Criteria: The Outstanding Staff Award recipient must:

- contribute to and demonstrate a commitment to the college’s or unit’s core purpose and values;
- have significantly improved customer service or increased customer satisfaction;
- have significantly improved a work process or system or have significantly increased the efficiency of an operation or unit;
- have demonstrated an exceptional ability to foster collaboration, communication, and cooperation among colleagues and university constituents; or,
- have performed at a level above and beyond normal job requirements.

These contributions must provide a significant benefit specifically for the College of Engineering and Applied Science at the University of Colorado Denver.

Nomination Procedures: A call for nominations will be broadcast to the CEAS departments in early spring. Any staff member (except those serving on the Selection Committee), faculty member, or student at the University may submit nominations.

Eligible candidates must be nominated using the CEAS Outstanding Staff Award Nomination Form (attached).

Nomination forms should be submitted to the Chair of the Selection Committee no later than April 1.

Selection Method: The Selection Committee will be comprised of three members. In Year 1 (2012), the committee members will be Ken Ortega, Bruce Janson and Petrina Morgan. In Year 2 (2013), the winner from the previous year will serve on the committee, along with two volunteer members or members appointed by the Dean. In Year 3 (2014), the winners from the previous two years will serve on the committee, along with one volunteer member or a member appointed by the Dean. In all subsequent years (2015 and beyond), the winners from the three previous years will serve on the committee. If prior year winners leave CEAS, committee members will be appointed by the Dean.

The Selection Committee will meet in April to consider all nominations received. The committee will review all nominations for evidence of excellence according to the above criteria. In the event that nominations fail to meet the award criteria in a given year, the Selection Committee reserves the right not to grant an award in that year. Nominees will be notified of their status when deliberations of the committee are complete.
**Recognition Award**: The recipient will receive a $1,000 (tax reportable) cash award as well as a commemorative plaque, which will be presented by the Dean at the CEAS Year End Celebration and Awards Ceremony held at the end of the spring semester. The winner will be notified in advance of the Awards Ceremony. In the event that nominations fail to meet the award criteria in a given year, the Selection Committee reserves the right not to grant an award in that year.

**Payment**: Payments will be process through HRMS using a One-Time Payment with earning type of Award (AWR).

**APPROVAL:**

____________________________________________        _____________________  
Marc Ingber, Dean                                             Date

____________________________________________        _____________________  
Assistant Vice Chancellor for Human Resources               Date
COLLEGE OF ENGINEERING AND APPLIED SCIENCE
Outstanding Staff Award
Nomination Form

Nominations must be received in the CEAS Dean’s Office by 5 p.m. on April 1.

NOMINEE INFORMATION:
Name: ___________________________ Department: ___________________________
Phone: ___________________________ E-mail: _________________________________

NOMINATOR INFORMATION:
Name: ___________________________ Department: ___________________________
Phone: ___________________________ E-mail: _________________________________
Relationship to Nominee: ___________________________

Signature: ___________________________ Date: ___________________________

☐ Yes  ☐ No  Is this nominee a full-time (100%), permanent classified staff or exempt professional staff within the College of Engineering and Applied Science (CEAS)?
☐ Yes  ☐ No  Has this nominee been employed as a full-time (100%), permanent staff within CEAS for a minimum of 12 consecutive months?
☐ Yes  ☐ No  Has the nominee previously been awarded the CEAS Outstanding Staff Award in the last three years?

The CEAS Outstanding Staff Award provides recognition for a staff member who demonstrates outstanding service and dedication, competence/ability, professionalism, integrity, initiative, enthusiasm, technical expertise, ingenuity, excellent customer service and/or achievement. The Outstanding Staff Award recipient must:

- contribute to and demonstrate a commitment to the college’s core purpose and values;
- have significantly improved customer service or increased customer satisfaction;
- have significantly improved a work process or system or have significantly increased the efficiency of an operation or unit;
- have demonstrated an exceptional ability to foster collaboration, communication, and cooperation among colleagues and university constituents; or,
- have performed at a level above and beyond normal job requirements.

Please respond to the following questions about the nominee. Attach additional pages if necessary.

1. What is your primary reason for nominating this individual for the CEAS Outstanding Staff Award?

2. Based on the above criteria, what are the nominee’s most notable and significant accomplishments? Contributions must provide a significant benefit specifically for the College of Engineering and Applied Science at the University of Colorado Denver.

Please submit nominations to:
CEAS Dean’s Office | ATTN: Outstanding Staff Selection Committee | Campus Box 104
1200 Larimer Street, NC-3024 | Denver, CO 80217-3364

Questions? Please call 303-556-4634 or e-mail petrina.morgan@ucdenver.edu