

MONTANA STATE UNIVERSITY

COLLEGE OF LETTERS AND SCIENCE

2-205 Wilson Hall
994-4288

Kathy Griffith Employee Excellence Award

PURPOSE: To provide recognition to staff employees in the College of Letters and Science whose performance on the job has been exceptional and best exemplifies professionalism and dedication to the mission of L&S.

AWARD DESCRIPTION: Recipients of the L&S Employee Excellence Award will receive \$1250, a mounted certificate and their name displayed in the Charles C. Bradley Conference Room. Awards (two per year) will be presented at the College's awards ceremony held during the spring semester.

ELIGIBILITY: Full- or part-time (50% or greater) non-teaching classified and professional support staff in the College of Letters and Science at MSU. Nominees must have been employed by L&S for a minimum of one year as of December 31 of that award year.

- Past recipients of these awards are eligible for nomination after three years.
- Each department or administrative unit (e.g. center) may submit only one nomination.
- Each nominee should be an outstanding employee in all aspects of his or her job.

SELECTION CRITERIA: selection will be based on job performance that has been exceptional and best exemplifies professionalism and dedication to the mission of the College and the University in the following areas:

- Demonstrates excellence in overall work performance.
- Demonstrates service to faculty, staff, students and other constituencies.
- Demonstrates a commitment to personal professional development, as well as to the professional development of others.
- Exhibits initiative and creativity resulting in improved operating efficiency of a work unit or the college as a whole.
- Enhances the image of the department and/or college.

NOMINATION PROCEDURE: Department heads are requested to forward nominations to the Dean's office based upon consultation with their faculty and staff. Nominations are due in the Dean's office by 5 p.m., Wednesday, March 4, 2009.

Nominations should consist of:

- a. Name of candidate
- b. Job title and department
- c. Length of service in the College.
- d. A brief description of the nominee's special contributions to his/her department and to the College. This should explain how the nominee goes beyond normal expectations for performance of his/her job duties.

SELECTION PROCEDURE: An L&S Awards Selection Committee will review and make recommendations to the Dean. There is one award in Letters and one award in Sciences.