

January 13, 2012

TO: Letters and Science Department Heads and Faculty

FR: Melody M. Zajdel, Associate Dean

RE: Kathy Griffith Employee Excellence Award, Call for Nominations

The Kathy Griffith Employee Excellence Award annually recognizes up to two staff employees in Letters and Science (one in Letters and one in Science) whose performance on the job has been exceptional and best exemplifies professionalism and dedication to the mission of Letters and Science. Non-teaching classified and professional support staff with an appointment of .50 or more within the College and who have been employed by L & S for a minimum of one year (as of December 31, 2010) are eligible for this award. Past recipients are eligible for nomination after three years. The Dean will present this award at the annual College awards ceremony.

Selection for the award is based on the nominee's exceptional job performance and professionalism, as demonstrated by

1. Their excellence in all aspects of their job
2. Their service to faculty, staff, students and other constituents
3. Their commitment to professional development, as well as to the professional development of others
4. Their initiative and creativity resulting in improved operating efficiency of a work unit or the college as a whole
5. Their enhancement of the image of their department and/or the college

Each department or center may submit only one nomination. The nomination letter/packet shall include the name of the nominee, their job title and department, their length of service in the College, and a description of the nominee's special contributions to their department and to the College. The letter will explain how the nominee goes beyond normal expectations for performance of their job duties.

Nominations for the Kathy Griffith Employee Excellence Award should be submitted to the L & S Dean's Office by 5:00 PM, Friday, February 17, 2012.