

COLLEGE OF ARTS AND SCIENCES
Dean's Staff Awards for Superior Performance
Administrative Support/Technical Support

These awards recognize outstanding effort and achievement by staff in the support of the mission of the College.* Two awards will be given annually: one for superior administrative support and one for superior technical support. Each recipient will have his/her name engraved on a commemorative plaque and will receive a personal cash award of \$250 from the Dean's Office. The awards will be presented and the recipients formally recognized at an event held each year.

Eligibility and Nomination

- Any staff member of the College of Arts & Sciences employed in his or her current position for at least two years is eligible for these awards.
- Letters in support of the nominee should go to the department chairperson, program director, or head of administrative unit.
- The department chair, program director, or administrative unit head must submit a completed nomination form and one summary letter of support
- Past nominees are eligible but must be re-nominated. Materials need to be resubmitted and appropriately updated.
- Past award winners are not eligible for nomination.

Criteria for Evaluation of Nominations

- Impact of employee's efforts to assist faculty, staff, students and/or administration in meeting the mission of the Department and College*
- Innovation in work methods that allow better utilization of resources
- Influence on improvements within the Department, and among colleagues
- Efforts to improve peer interaction within the Department and College
- Involvement with Department, College and/or University committees and organizations; participation in workshops, seminars and programs

Nomination Procedure and Deadline

The nomination form and letter of support must be emailed to Linda.Burnham@uvm.edu no later than Friday, October 1, 2021.

Selection Process

A Review Committee appointed by the Dean will evaluate the nominations and provide advice to the Dean.

***College of Arts and Sciences mission statement:** The College of Arts and Sciences at the University of Vermont welcomes difference, values collaboration, encourages debate, and stands for integrity, service, and academic excellence. We are dedicated to the rigorous pursuit, understanding, and dissemination of knowledge through the process of discovery, the creation of art, and the practice of teaching. We provide an integrated and engaging multidisciplinary experience that generates creativity, critical thought, effective communication, and a practiced commitment to serve the pressing needs of society and the natural world.

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Administrative Support or Technical Support

Name of Nominee _____ **Dept** _____

Years at UVM _____ **Years in Dept** _____

Current Position _____ **Years in Position** _____

Award Category (check one) _____ **Administrative Support**

_____ **Technical Support**

Please attach to this form a brief letter of support summarizing comments received from faculty/staff that clearly document why the nominee is deserving of this award. Include specific examples of superior performance according to the criteria below. (A copy of this letter will be shared with the nominee at a staff recognition event.)

Nomination Criteria:

- Impact of employee's efforts to assist faculty, staff, students and/or administration in meeting the mission of the Department and College
- Innovation in work methods that allow better utilization of resources
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- Efforts to improve peer interaction within the Department and College
- Involvement with Department, College and/or University committees and organizations; participation in workshops, seminars and programs

Name of Department Chairperson, Program Director, or Administrative Unit Head:

Materials should be emailed by Friday, October 1st to Linda.Burnham@uvm.edu