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 and 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 to the Dean’s Office by May 31st of each year.
- 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 submitted in hard copy to the CAS Dean’s Office no later than 4:30 p.m. on May 31st.

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.
NOMINATION FORM

College of Arts and Sciences
Dean’s Staff Awards for Superior Performance:
Administrative Support or Technical Support

Name of Nominee ___________________________ Department/Unit_________________________

Years at UVM ___________________________ Years in Department __________________________

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
• 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

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

______________________________________________________________

Signature __________________________________________________________________________

Materials should be submitted in hard copy by 4:30 p.m. on May 31st to:
The College of Arts and Sciences Dean’s Office 438 College Street