College of Science

LSU College of Science Staff Excellence Award

Nomination Form and Instructions

NOMINEE

Name: _____ Position/Title:_____

Department: _____ Email:_____

Eligibility Requirements:

- Must be a full-time staff employee (40 hours/week, non-faculty) in the LSU College of Science
- Must have been employed in the College of Science for at least 1 full year (12 months) as of April 1.
- May not have received this award within 3 years prior.

NOMINATOR

Name: _____ Position/Title:_____

Department: _____ Email:_____

***The nominator must be a full-time staff or faculty member in any unit within the College of Science. If the Nominator is not the nominee's direct supervisor, the supervisor will be contacted for a brief statement of support. Please list the nominee's supervisor here: _____.

Nominators should submit a written job description for the nominee and responses to the following questions, with responses limited to one typewritten page. **The judging will be based solely these two documents and supervisor's support. (Letters of recommendation and supplemental material will not be considered.)**

1. List specific, but brief, examples of how this employee has demonstrated superior work performance contributing to the achievement of departmental and university goals.
2. How has this employee contributed in terms of improving operational excellence and efficiency or the responsibilities as noted in the employee's job description?
3. How has this employee improved general morale of their department/unit?
4. List specific examples of how this employee has excelled in building relationships within the college to promote a culture of service.

To the best of my knowledge, this nomination is accurate, and the nominee meets all eligibility criteria and directions given on the nomination form instruction sheet.

_____ _____

Nominator's Signature Date

Nominations must be sent to Associate Dean Justin Ragains, via email to jragains@lsu.edu by the published deadline. A committee made up of at least one member from the Dean's Office and at least one member from each unit within the College of Science will select the award winner.