

**College of Education and Professional Studies
Staff Award for Outstanding Service
2018-2019**

Purpose: To recognize a CEPS staff member who has demonstrated exemplary quality service, contribution and/or cooperation that leads to success within the CEPS during the 2018-2019 year.

Eligibility: Staff employees within CEPS. Student employees are ineligible.

Criteria:

Nominees should demonstrate the following characteristics:

- ❖ Commitment to CEPS and its mission statement.
- ❖ Commitment to UCO and its mission statement.
- ❖ Quality service above and beyond normal work related performance.
- ❖ Distinctive contribution on behalf of the CEPS above and beyond normal work related performance.
- ❖ Cooperation that builds success.

Nomination and Selection Process:

Nominations are to be completed by the nominator. Self-nominations are not accepted.

Nominations are to be turned in to the CEPS Dean's Office by **Monday, March 4, 2019**.

Late nominations will not be accepted.

Award:

Certificate of Award to be given at the CEPS Awards Reception on Friday, April 19, 2019.

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Staff Nomination Form

Name of Nominee

Title

Department

Length of Service in CEPS

Email

Campus box number

Campus phone number

Name of Nominator _____ Dept. _____

Email: _____ Extension: _____

Nomination Process:

1. Before completing the nomination, please review the criteria for the award. The nominator will complete the application.
2. Nominations are due **Monday, March 4, 2019** to the Dean of CEPS.
3. This page will be the cover page and the Nomination Narrative will be page two.
4. Documentation may be requested by the Awards and Recognition Committee, as needed. Example may include evidence of activity or contribution.

Award Category

Staff Award for Outstanding Service

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Staff Nomination

Name of Nominee

Professional Contribution(s):

Nomination Narrative:

Nominator Signature: _____ Date: _____