

# COLLEGE OF ALLIED HEALTH

## Carole A. Sullivan Superior Staff Award for Excellence in Performance



The College of Allied Health Carole A. Sullivan Superior Staff Award recognizes the contribution made by staff members in fulfilling the College's mission. The award acknowledges excellence in performance beyond the usual expectations of employment. The recipient will be honored at a luncheon and presented with a plaque, an honorarium, and have their name permanently inscribed on the Staff Award plaque displayed outside the 'College Staff Seminar Room', AHB 3132.

### **ELIGIBILITY**

All full-time and part-time (>.50 FTE) staff members employed by the College of Allied Health are eligible for nomination following completion of their second year of employment.

### **NOMINATION PROCEDURE**

- (1) Nomination for the award must be made by a current member of the College of Allied Health staff or faculty using the Nomination Form.
- (2) Nomination must be submitted using the '[Nomination Form](#)' on or before established deadline of **Wednesday, August 28, 2019.**

**NOMINATOR COMPLETES PACKET (due Wednesday, September 11, by noon):**  
**(Person submitting nomination form must also complete nomination packet).**

#### **Nomination packet must include the following:**

- Letter by nominator;
- Nominee's resume;
- Nominee's job description;
- One letter from the staff member's chair/head/supervisor **OR** other key department personnel; and
- Two additional letters from other staff or faculty solicited by the nominator with input from the nominee.

**Nomination packet should be stapled together and inserted in a sealed clasp envelope and submitted to the Chair of the Superior Staff Award Selection Committee. Nomination packet will be returned to individuals after awards presentation.**

### **CRITERIA**

Regardless of the staff position, the major criteria for nomination is excellence in performance. An exemplary level of performance extends from the most mundane tasks which may be required of a staff member day to day to the extra special project or event which may occur in the staff member's working environment. The staff member must exemplify the following:

- evidence of superior performance in required responsibilities;
- evidence of using independent initiative;
- evidence of leadership;
- evidence of creativity in performing tasks;
- evidence of willingness to accept new responsibilities;
- evidence of acquiring new skills to enhance performance;
- evidence of personal development; and
- evidence of involvement in Department/College/University committees or activities.

**Outside activities that do not involve/benefit the College of Allied Health are not considered in the scoring process of the award.**

A copy of the policy and procedures outlined by the Superior Staff Award Selection Committee may be obtained by contacting the Chair of the committee.