Lutgert College of Business Staff Recognition

Outstanding Staff Award to include Academic Advisors who are classified as in-unit faculty.

1. Eligibility shall extend to all salaried “staff” who are at least a .75 FTE.
2. Nominees must have been employed in the Lutgert College of Business for a minimum of one year prior to the end of the deadline (March 1) and submitted to the Dean for nomination.
3. Nominees must have satisfactory performance and no disciplinary action during the one year prior to the end of the deadline for nomination.
4. Nominees shall not have received this award within the past three (3) years.
5. Staff supervisors are not eligible.

Nominations

Letter of recommendation can be made by supervisor or faculty (by March 1) but should not be self-nominated. Letter should include examples of outstanding commitment or service and should include specific examples.

Response by Nominees

On or before 5:00 p.m. on March 15, nominees are required to submit a two to three page letter outlining how they have contributed to the mission of the college and university.

Selection Criteria:

Selection criteria could include the following:

1. Demonstration of commitment to the mission & guiding principles of the university, to the mission of the Lutgert College of Business and to the community in which they serve.
2. Consistently exhibits a willingness to assist any or all of the following groups beyond normal expectations: students, staff, faculty, and/or visitors.
3. Consistently exhibits a willingness to assist beyond normal expectations of their position.
4. Consistently exhibits a desire and ability to foster cooperation and collaboration.
5. Exhibits and promotes initiative and creativity in his or her job performance.
6. Strong work ethic; dependability, perseverance, a positive attitude and willingness to assume new task and responsibilities. Consistently treats others with courtesy and respect.

Selection will be made by committee made up of the Dean and/or Associate Dean and at least 3 others which may include chairs, faculty, and directors. Award does not have to be given each year.

Adopted by LCOB Leadership Spring 2012