



# TULANE UNIVERSITY

## PRESIDENT'S STAFF EXCELLENCE AWARDS NOMINATION FORM

### Nominee Information

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Service: \_\_\_\_\_

### Nominator Information

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Nomination Categories

I am pleased to nominate the above named employee for the President's Staff Excellence Awards based on his or her contribution to the university in the areas indicated below. Check all that apply:

- Increased Productivity - The individual's overall performance has increased the productivity of a division, department, or work unit by attempting to exceed expectations and by performing at the very highest levels of quality.
- Cost Savings - The individual's overall performance has developed new and/or improved processes resulting in significant cost savings and improved efficiency. This includes striving to evaluate outcomes in terms of quality, substance and impact.
- Enhanced Objectives - The individual's contribution has significantly enhanced the University objectives or operational efficiency. This includes continually looking for new and creative ways to resolve issues and challenges.
- Humanitarian - The individual's performance regularly and consistently exceeds expectations and reflects a high level of service, loyalty, and trustworthiness. The individual communicates openly and demonstrates a high regard for respect and dignity towards others.

### Supporting Document(s)

At least one letter of support must be submitted with this nomination form with specific examples of how the nominated individual's efforts resulted in outstanding achievement in the categories for which they were nominated.

#### Helpful Tips

Remember, the selection committee is relying on your words and examples to "see" your nominee's attributes and contributions. Describing detailed behaviors and giving specific examples will clearly paint the picture of why someone deserves to be recognized. To make your nomination strong, consider the following questions:

- ✓ What achievement is the individual being nominated for?
- ✓ How does the person's achievement link to the awards category for which they are being nominated?
- ✓ How did the individual achieve this?
- ✓ What measurable outcomes resulted from the nominee's achievement?
- ✓ What positive impact did this individual have on the University's mission, vision or goals?
- ✓ Is there supplemental information you can solicit from colleagues to strengthen the nomination?

**Both the completed nomination form and letter(s) of support should be emailed to Will Ferbos, Deputy Chief of Staff, at [wferbos@tulane.edu](mailto:wferbos@tulane.edu) by October 30, 2019.**



# TULANE UNIVERSITY

## PRESIDENT'S STAFF EXCELLENCE AWARDS

### DESCRIPTION, ELIGIBILITY AND SELECTION PROCESS

#### Description

The President's Staff Excellence Awards are bestowed every year on the top University staff employees who best represent high achievement in their contributions to the University. Award recipients receive a one-time cash award of \$1,000 and will be honored during a unified recognition event.

#### Eligibility

- Staff employees employed 50% or more in a regular benefits-eligible position.
- Must have successfully completed the six month introductory period.

#### Criteria

Nominees should have achieved outstanding success in one or more of the following areas:

- Increased Productivity - The individual's overall performance has increased the productivity of a division, department or work unit by attempting to exceed expectations and by performing at the very highest levels of quality.
- Cost Savings - The individual's overall performance has developed new and/or improved processes resulting in significant cost savings and improved efficiency. This includes striving to evaluate outcomes in terms of quality, substance and impact.
- Enhanced Objectives - The individual's contribution has significantly enhanced the University objectives or operational efficiency. This includes continually looking for new and creative ways to resolve issues and challenges.
- Humanitarian - The individual's performance regularly and consistently exceeds expectations and reflects a high level of service, loyalty and trustworthiness. The individual communicates openly and demonstrates a high regard for respect and dignity towards others.

#### Nomination and Selection Process

- The call for nominations is announced annually during the fall semester.
- All staff, faculty, students and affiliates of Tulane are welcome to submit nominations.
  - The nomination form should be thoroughly completed.
  - At least one letter of support should be included with specific examples of how the nominated individual's efforts resulted in outstanding achievement in one of the categories listed above.
    - Both the completed nomination form and letter(s) of support should be emailed to Will Ferbos, Deputy Chief of Staff, at [wferbos@tulane.edu](mailto:wferbos@tulane.edu) by October 30, 2019.
- Nominations are reviewed by the Office of Human Resources to verify that eligibility requirements have been met.
- The Office of Human Resources contacts immediate supervisor of the nominated individual to obtain approval for the nomination.
- The Awards Committee reviews nominations and recommends up to ten recipients each year. The committee's recommendations are submitted to the Senior Administration of the University for final approval.
- Recipients are announced during the awards delivery in December.
  - Recipients receive the monetary award during the delivery of awards.
- Recipients, their guests, and immediate supervisors are invited to attend a unified recognition event. During this event, the recipient will be presented with a keepsake award.

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