



Guidelines for the Dean's Development Council Outstanding Staff Award

In determining the recipient of this award, the following guidelines will be adhered to:

1. A call for nominations will be distributed at least three months prior to the presentation of the award. One award will be presented annually at the **College Awards Celebration**. This year's event will be held on **Friday, October 28, 2016** at the *Hilton College Station & Conference Center*.
2. The recipient must be a full-time budgeted staff member of the College of Education and Human Development (CEHD) for a period of at least two continuous years prior to the nomination deadline (if you have any questions regarding a specific nominee's eligibility, please contact Wendy Kreider at wkreider@tamu.edu or 845-6411).
3. The recipient must demonstrate outstanding accomplishments, beyond what their job description requires, that clearly warrant recognition such as:
 - a. Exceptional work performance
 - b. Noteworthy communication skills
 - c. Positive and confident manner
 - d. Cheerful and cooperative attitude
 - e. Dedication
 - f. Meets challenges
4. Nominations can be submitted by faculty, staff or students in the CEHD. Nomination packets may **not** exceed eight pages, they should be submitted in hard copy and need to include: a nomination form, a resume, a nomination letter and one support letter (please note, letters may **not exceed** two pages). Only complete nomination packets will be forwarded to the selection committee for consideration.
5. Nomination letters should be addressed to the Dean's Development Council Awards Selection Committee.
6. The recipient will receive a cash award of \$1,000 and a certificate for the CEHD Outstanding Staff Award.
7. Recipients of this award are eligible for nomination again after five years.
8. The recipient must be employed within the college at the time the award is presented; otherwise the award will be presented to the first runner-up.
9. Nomination packets are to be sent to: **Wendy Kreider, 802F Harrington Tower / Mail Stop 4222** by **Monday, August 1, 2016**.