

2015 Staff Recognition Nomination Form

I wish to nominate:

Nominee's Name	Job Title
College/Dept/Office	Number of years at The Ohio State University:
Work Address	City/State/Zip
Telephone	Email

Select the Appropriate Award

☐ **1. Shirley Brooks-Jones Citizenship Award Recipient (\$500.00) – Award Criteria**

- Provides outstanding and ongoing excellence in services to faculty, staff, students and/or others.
- Enhances the quality of work-life in ways that makes a significant difference for colleagues or customers.
- Develops creative solutions to problems that result in significantly more effective and efficient college operations.
- Contributes to positive changes in the college.
- Promotes the college core values and college goals. College core values are: discovery, life-long learning, science-based knowledge, academic freedom, civility, professionalism, and diversity. College goal is to be the standard of excellence for colleges of agricultural and environmental sciences.
- Whoever nominates a staff member must secure a letter of support from one other person.

2. Above and Beyond Awards (choose one - \$300.00 each) – Award Criteria

- ☐ **2a. Key Values Award** – A service award for dedication, cooperation and positive attitudes in the workplace. Nominations limited to staff members within their first (3) years of employment.
- ☐ **2b. Innovation Award** – For developing and/or participating in project initiatives and/or process operation improvements that enhance CFAES, Extension, ATI or OARDC and its mission.
- ☐ **2c. Special Recognition** – For going above and beyond job duties; special commitment to tasks, positive customer service, and improving workplace communications.

Attach a letter (500 words maximum) stating why this employee is an excellent candidate to receive this award. Be as specific as possible and provide examples. Additional documentation also can be attached to this application i.e. thank you notes, other letter of support, etc.

Nominator	
1. Name of Nominator	Unit/Department
Phone/Email	Address
Relationship to nominee	Faculty Staff Student
2. Supporter of Nomination for Shirley Brook-Jones Citizenship	Faculty Staff Student