

DOISY COLLEGE OF HEALTH SCIENCES
SAINT LOUIS UNIVERSITY



Outstanding Staff Award
Nomination form

*****Eligibility of nominee requires full-time status*****

Date:

Name of nominee:

Your name: (Print)

Signature: (if not emailed)

Purpose: The Outstanding Staff Award is designated to recognize a staff member in the Doisy College of Health Sciences who has made outstanding contributions that benefit the students, staff and faculty of his or her department and the college.

Eligibility: Full-time staff who have made significant contributions to Doisy College of Health Sciences are eligible. Award recipients are eligible once every five years. Nominations will be accepted from administrators, faculty, staff, and students of the Doisy College of Health Sciences.

Criteria: The contributions of the nominee should emphasize both the individual's commitment to serving the students and employees of the college. The individual's efforts toward this commitment can be expressed in many ways including, but not limited to: outstanding performance at a level above and beyond normal job requirements; demonstration of concern for colleagues and willingness to work positively, respectfully and effectively with others; creative use of resources and time to produce desired results; effective communication skills; and exceptional knowledge of college and university resources and programs.

To nominate, please submit the following documents:

Nomination Letter – Describe ways in which the individual has made contributions including the individuals/groups/organizations that have benefited from the contributions.

Supporting Letters – No more than two supporting letters from faculty, staff and/or students.

Nominations should be sent to the Awards Committee Chair, Sue McGahan, by February 16, 2018. Completed Packets are due March 19, 2018. The committee will review all eligible nominations and recommend an award recipient to the dean. Award Recipient will receive the following:

1. A certificate in recognition of their scholarship/research
2. A letter of recognition from the Dean
3. A featured article on the DCHS website
4. \$150 that may be used for professional development (i.e., professional dues, books, software, etc.) in FY18.

The award will be presented at the college faculty and staff reception on May 3, 2018.

The deadline for nominations is February 16, 2018 and the deadline for application packets is March 19, 2018.