



COLLEGE OF BASIC
AND APPLIED SCIENCES

MIDDLE TENNESSEE STATE UNIVERSITY

Dean's Staff Award for Exemplary Service to the College

Purpose and Criteria

The CBAS Dean's Staff Award for Exemplary Service is presented annually to a full-time classified, administrative, or professional staff member in the College of Basic and Applied Sciences for exemplary service and support towards achieving the mission of the college. The purpose of the award is to recognize and reward those individuals who provide superior service and make extraordinary contributions above and beyond standard job expectations. Each recipient will be honored with a plaque and a monetary award. Nominations must include details of exemplary service within the following five areas, and include one specific example of exemplary service.

1. Outstanding and sustained contributions above and beyond normal job responsibilities; volunteers for additional assignments.
2. Identifies needs and takes initiative to solve problems.
3. Exemplary service to students, faculty, and/or staff within an academic unit or at the College level; and/or to the broader university community as a representative of the College.
4. Positive mentoring influence in the workplace: contributes significantly to a team atmosphere that promotes a creative and productive work environment.
5. Excellence in the performance of responsibilities.

Eligibility

1. Nominees must be full-time classified, administrative or professional staff members in the College of Basic and Applied Sciences with a minimum of two (2) years of continuous service as a full-time benefitted employee who has not received this award in the past five (5) years.
2. Members of the CBAS Awards Committee are not eligible for nomination. Self-nominations are not permitted.

(Continued)

Nomination Process

Only electronic submissions in pdf format will be accepted. Submit this packet of information from the nominator's email address to cbasawards@mtsu.edu no later than March 1st. Please include the name of the award in the subject line of your email to simplify the process for committee members reviewing the nominations. A completed nomination packet must include the following:

1. The Exemplary Service to College Nomination Form completed by the nominator.
2. A support letter from or endorsed by the employee's supervisor describing how the employee's performance merits recognition for exemplary service and how the nominee has consistently shown superior or extraordinary performance.

Selection Process

The College of Basic and Applied Sciences Awards Committee will evaluate nominations and make a recommendation to the Dean of the College. Final selection will be made by the Dean, who will inform the recipient(s) of their award.