

2008 Distinguished Staff Awards

Purpose

The Distinguished Staff Awards will be presented to 12 staff members of Ohio State for their exceptional accomplishments, leadership, and service to the university. Award recipients will be honored at a luncheon in June 2008. Each recipient will receive a \$1,500 cash award, \$700 base salary increase, and crystal trophy.

Eligibility

All part-time and full-time staff with a minimum of five years of continuous service at Ohio State in a regular non-faculty position may be nominated. **Previous recipients of the Distinguished Staff Award are ineligible for nomination.**

Criteria

Award recipients will be selected on the merits and strengths of the following contributions:

- Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers.
- Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers.
- Developing creative solutions to problems that result in significantly more effective and efficient department or university operations.

Deadline

Nominations must be received by 5 p.m. on January 18, 2008.

For more information, contact Michele Bondurant at 292-4341 or visit us on the web at hr.osu.edu/special/dsa.aspx.

Process

Nominations must include:

1. A completed nomination form (one page)
2. A nominating statement citing specific accomplishments and services of the nominee (double spaced/three pages maximum)
3. Letters of support* (no more than three letters, six pages maximum)
4. Electronic Submission: This year, nominators may submit their entire packet electronically as an attachment to staffaward@hr.osu.edu. The attachment must be either a Microsoft Word document or a .pdf file. The entire packet may not exceed 10 pages, including the nomination form. The .pdf version of the form can be found online at hr.osu.edu/special/dsa. Electronic file submission is optional.
5. Submit one hard copy and/or one electronic copy of the nomination packet to:

Distinguished Staff Award
Suite 300
1590 North High Street
Columbus, OH 43201-2190
and/or:
staffaward@hr.osu.edu

The nominating statement and letters of support should include specific examples of the contributions the nominee has made.

* Letters of support should represent the diverse group of colleagues/customers (faculty, staff, students, or other individuals) who have personal knowledge of and who have benefitted from the nominee's services.

Office of **HUMAN RESOURCES** 

Due January 18, 2008

DISTINGUISHED STAFF AWARDS N O M I N A T I O N F O R M

(Please type or print)

I wish to nominate the following person:

Nominee's Name _____

Job Title _____

College/Dept/Office _____

Campus Address _____

Telephone _____

E-mail _____

Nominee's Classification:

Classified Civil Service Staff (CCS)

Unclassified Administrative & Professional Staff (A&P)

Senior Administrative & Professional Staff (SAP)

Number of years at Ohio State _____

Nominator's Name _____

Job Title _____

College/Dept/Office _____

Campus Address _____

Telephone _____

E-mail _____

My working relationship to the nominee is: (check one)

Supervisor

Co-worker

University colleague

Other