

2007

Distinguished

Staff

Awards



Office of HUMAN  
RESOURCES



Suite 300  
1590 North High Street  
Columbus, OH 43201-2190

CAMPUS MAIL

2007

## 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 2007. 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 8, 2007.

## PROCESS

Nominations must include:

1. A completed nomination form
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)
4. In addition to all of the original documents, submit 10 copies of all information that has been collated, stapled, and three-hole punched.

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.

Submit the original and 10 copies of the nomination packet to:

Office of Human Resources/Special Events  
Suite 300  
1590 North High Street  
Columbus, OH 43201-2190

The Distinguished Staff Awards program information, including the nomination form and summaries of accomplishments of last year's award recipients, can be found on the Web at [hr.osu.edu/special/dsa.aspx](http://hr.osu.edu/special/dsa.aspx).

For more information, contact Michele Bondurant at 292-4341.

Office of **HUMAN RESOURCES** 

UMC06526

Due January 8, 2007

## 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

Unclassified Administrative & Professional Staff

Senior Administrative & Professional Staff

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