

THE OHIO STATE UNIVERSITY

2005

*D*ISTINGUISHED

*S*TAFF

*A*WARDS

Office of **HUMAN**
RESOURCES



134 Archer House
2130 Neil Avenue
Columbus, OH 43210-1156

PURPOSE

The **Distinguished Staff Awards** will be presented to 12 Ohio State University staff members for their exceptional accomplishments, leadership, and service to the university. Award recipients will be honored at a luncheon in June 2005. 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.

AWARD 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.

NOMINATION DEADLINE

Nominations must be received by 5 p.m. on January 10, 2005.

NOMINATION 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 ten copies of all information that has been collated, stapled, and 3-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
134 Archer House
2130 Neil Avenue
Columbus, OH 43210-1156

The Distinguished Staff Awards program information, including the nomination form and summaries of accomplishments by last year's award recipients, can be found on the web at <http://hr.osu.edu/special/specevents.htm>.

For more information, contact Ned Cullom at 292-4341.

2 0 0 5 DISTINGUISHED STAFF AWARDS NOMINATION FORM

(Please type or print)

I wish to nominate the following person:

Nominee's Name _____

Job Title _____

College/Dept/Office _____

Campus Address _____

Telephone _____

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 _____

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

- Supervisor Co-worker
 University colleague Other