



# DISTINGUISHED STAFF AWARDS



The Distinguished Staff Award annually honors twelve (12) individuals for their outstanding achievements, service, leadership and dedication to The Ohio State University. The Distinguished Staff Award is the highest honor bestowed upon staff at the university since its inception in 1984.

## AWARD

Recipients are honored at an annual luncheon and each recipient receives 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 service to faculty, staff, students, community, and/or other customers.
- Developing creative solutions to problems that result in significantly more effective and efficient department or university operations.
- Consistent demonstration of one or more of the university's values: Excellence, Collaborating as One University, Acting with Integrity and Personal Accountability, Openness and Trust, Diversity in People and Ideas, Change and Innovation, Simplicity in Our Work, Empathy and Compassion, and Leadership.

## NOMINATION MATERIALS

### 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. 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 benefited from the nominee's services.

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

## SUBMISSION

**Submit one hard copy or one electronic copy of your nomination material by the annual deadline.**

**Hard Copy:** Mail or drop off materials to:  
Office of Human Resources Special Events  
1590 N. High St., Suite 300  
Columbus, OH 43201-2190

**Electronic Copy:** Submit entire packet as a Word or PDF file attachment to [hr-staffaward@osu.edu](mailto:hr-staffaward@osu.edu).

## MORE INFORMATION

Michele Bondurant | 614-292-4341 | [hr-staffaward@osu.edu](mailto:hr-staffaward@osu.edu)

[hr.osu.edu/appreciation-recognition-awards/distinguished-staff-awards/](http://hr.osu.edu/appreciation-recognition-awards/distinguished-staff-awards/)





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## Nomination Form

**Please type or print:**

Submission date: \_\_\_\_\_

### NOMINEE INFORMATION

\_\_\_\_\_  
Nominee's Name Job Title

\_\_\_\_\_  
College/Department/Office

\_\_\_\_\_  
Campus Address Phone Number

\_\_\_\_\_  
Email Number of Years at Ohio State

#### Nominee's Classification:

- Classified Civil Service Staff (CCS)
- Unclassified Administrative & Professional Staff (A&P)
- Senior Administrative & Professional Staff (SAP)

### NOMINATOR INFORMATION

\_\_\_\_\_  
Nominator's Name Job Title

\_\_\_\_\_  
College/Department/Office

\_\_\_\_\_  
Campus Address Phone Number

\_\_\_\_\_  
Email

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

- Supervisor    University colleague    Co-worker   Other: \_\_\_\_\_



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