



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 and plaque.

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 and Impact; Diversity and Innovation; Inclusion and Equity; Care and Compassion; and Integrity and Respect.

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.

MORE INFORMATION

Michele Bondurant | 614-292-4341 | hr-staffaward@osu.edu

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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