

Augsburg College Staff Senate

Staff Appreciation Program

The Outstanding Staff Award is intended to recognize exceptional Augsburg staff members who exemplify the mission statement of the college through their actions. Recipients of this award consistently go above and beyond the call of duty by providing exceptional service to others and/or making innovative and outstanding contributions to enhance the objectives of their department or the Augsburg community.

To be considered for this award, the nominee must have a complete nomination packet that includes:

- **Nomination form** (below)
- **At least TWO letters of recommendation**

The nomination and one of the recommendations may be from the same individual. The letters of recommendation should specifically describe how the nominated staff member meets the criteria stated above. **Division vice presidents will be asked to nominate a minimum of two staff members from their division, but any current staff, faculty, or student may also nominate individuals and/or write a letter of recommendation.** Staff members may not nominate themselves for this award, and current Staff Senate members are not eligible for nomination.

Note: Both nominators and nominees should plan to be present at Staff Senate's Staff Appreciation and Length of Service Event on Tuesday, March 11 at 2:30 p.m. in the East Commons. The recipient(s) will be announced at that time.

Please return the nomination form and all letters of recommendation by 4 p.m. on Friday, February 14, to Michael Grewe at CB 75 or by email at grewe@augsborg.edu.

NOMINATION FORM

Name of Nominee: _____

Department name and Title: _____

Years in current position: _____ Years at the College: _____

Recommendation #1: _____
(name of writer)

Recommendation #2: _____
(name of writer)