

2022 Dean's Staff Excellence Award

The College of Arts & Sciences recognizes the important role staff members play in the success of the college. In support of this recognition, the College will annually present an award for a staff member who consistently excels in their position and demonstrates integrity and a strong commitment to the mission and values for the College of Arts & Science during the current academic year.

A college awards committee will evaluate and rank all submitted applications. The Dean will make the final decision as to the recipient of the award. The award will be presented at an all-university event.

Eligibility: To be eligible for the award, a staff member must be a full-time employee and have been employed with TAMUK for at least one year.

Nominators: Any Arts & Sciences faculty or staff member may submit a letter of nomination outlining specific rationale for the nomination to include:

- **Outstanding Achievement and Performance:** consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements; has made important and significant contributions in their area; has furthered the mission of the college.
- **Personal Interaction:** consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization.
- **Initiative and Creativity:** has significantly improved a work process or system, or has significantly increased the efficiency of an operation or department; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities.

All nominations are due to the Office of the Dean by March 1, 2022.