



TEXAS A&M UNIVERSITY-KINGSVILLE Staff Council Employee Awards Service Excellence Award

****Nomination Form & 2 Letters of Support must be submitted by 5:00 p.m., August 12, 2022 via email to staffcouncilawards@students.tamuk.edu****

Service Excellence Award

This award is presented annually to a staff member from Texas A&M University-Kingsville who consistently demonstrates a high degree of excellence in service and support to staff, faculty, students and members of the community. Service excellence is demonstrated by consistently delivering service that is responsive, respectful, collegial and supportive.

Eligibility

Faculty, staff and students may nominate a staff employee, but an employee cannot self-nominate.

- Candidate must be a current full-time employee of the University.
- Candidate must have been employed full-time at the University for a minimum of 12 months.
- Staff Council members are not eligible to be nominated for this award.

Selection Criteria

Nominee should meet the following criteria:

- Demonstrates the provision of the highest level of service to students, faculty, staff and/or members of the community.
- Demonstrates high standards of professionalism.
- Promotes a work and service environment that is respectful, collegial and supportive.
- Demonstrates creativity and initiative in improving service quality.
- Serves as a role model in the provision of excellent service.



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Nominee

Name: _____

Department: _____

Title: _____

Nominator

Name: _____

Department: _____

Title: _____

Phone Number: _____

Email: _____

Supporting Information

For each of the items below, please provide specific examples or actions which demonstrate the nominee's commitment to service excellence. Include, when appropriate, the impact of contributions to the department/university, and/or testimonials from others to help illustrate how the nominee meets the award criteria.

Please describe how the nominee demonstrates the provision of the highest level of service to students, faculty, staff and/or members of the community.

(1500 max characters)



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Please describe how the nominee demonstrates high standards of professionalism.

(1500 max characters)

Please describe how the nominee promotes a work and service environment that is respectful, collegial and supportive.

(1500 max characters)



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Please describe how the nominee demonstrates creativity and initiative in improving service quality.

(1500 max characters)

Please describe how the nominee serves as a role model in the provision of excellent service.

(1500 max characters)



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Letters of Support

Two (2) letters must be provided in support of this nomination. The nominator should select individuals with whom the nominee interacts and who could provide specific information to describe how the nominee meets the award criteria.

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