College of Arts and Sciences Staff Excellence Award

The **CAS Staff Excellence Award** recognizes exceptional performance by CAS staff. The award will be made to either individuals or teams that have excelled in their positions and demonstrated a strong commitment to the mission of CAS and UO. Themes for nominations include but are not limited to:

- Strong work qualities such as dependability, patience, and commitment
- Solving challenging problems
- Demonstrating creativity and innovation
- Facilitating the success of others
- Willingness to take on new tasks
- Demonstrating an extra effort to help others
- Providing exceptional customer service
- Improving a work process or system
- Increasing efficiency of an operation or unit
- Demonstrating exemplary teamwork

Staff Excellence Awardees will be chosen by the Dean of the College of Arts and Sciences in consultation with the Dean's Office Leadership Team. Up to 2 awards will be made annually. Individual awardees will receive $2500 and a certificate of recognition. Team awards will receive $5000 and a certificate of recognition.

Eligible **individuals** are staff employees at UO with a 0.5 FTE or greater appointment. Eligible **teams** include any staff employee group that engages in a joint endeavor.

Any CAS employee (faculty, staff, GE) may nominate one staff member or one team each year. Self-nominations are also welcome. Nomination packages should include the following materials:

- A letter from the nominator, not to exceed two pages, that addresses the nominee's accomplishments. The nomination letter should explain in detail how the nominee exemplifies excellence and will cite specific evidence, explaining how the nominee's work has gone beyond what is expected and will describe the positive impact the work has made on the college.
- Nominee information. For individual nominees, include a current resume or curriculum vitae. For team nominees, include (i) a concise description of the team and its affiliation in CAS, and (ii) provide names, roles, and emails for all members of the team.

The nomination package should be uploaded to https://forms.office.com/r/sVkqtFbqPP. **The deadline for this year's nominations is April 1, 2024**. Late nominations will not be considered.