

20 - CSU Long Beach 6 W I I & R X Outstanding Staff Award Process

Annual award

Purpose

The annual 6 W I I & R X Outstanding Staff Award is designed to encourage and recognize exceptional performance by a staff member to the entire campus community, including a demonstrated record of volunteer service outside of normal job responsibilities . Recipients will be recognized and honored throughout the year.

Timelines

The 6 W I I & R X Outstanding Staff Awards shall begin) U L G D \,) H E U X D U \ Q G

The deadline for nominations shall be Friday, 0 D U F K V Wat 5:00 pm.

Administration

The Chair and/or Vice Chair of Staff Council working with the Chair of the Nominating Committee Chair shall send a message to all staff, faculty and students soliciting nominations for the 6 W I I & R X Outstanding Staff Award. The message shall include the following information and the official nomination form.

The Staff Council Nominating Committee Chair shall appoint the members of the Selection Committee for the 6 W I I & R X Outstanding Staff Award in accordance with the following:

The 6 W I I & R X Outstanding Staff Awards Selection Committee shall be comprised of seven members:

- x Three immediate past 6 W I I & R X Outstanding Staff Award recipients (selected by the 1 R P L Q & R P Q J L W W H H
- x One (1) Alumni Association designee
- x The President of the Associated Students, Inc. (or designee)
- x One (1) Staff Council Representative elected by the Staff Council
- x One (1) Faculty member chosen by the Academic Senate

The Staff Council Nominating Committee shall:

- x Review all nomination packets for completeness
- x Determine the eligibility of all nominees
- x Meet to discuss and vote on nominees

Eligibility:

- x Any staff member of the University, Forty-Niner Shops, CSULB Foundation or

- The statement should provide a history of volunteering, outside of the nominee's job-related duties that were/are to the betterment of the campus community (e.g., a combination of CSULB campus-wide committee work, volunteering for campus events)
- If relevant, the statement may also include any history of