COLLEGE OF LIBERAL ARTS AND SCIENCES
STAFF AWARD NOMINATION FORM

Nominee:

Title (indicate if merit or P&S) and Department

Date of appointment to current position:

Office Address:

Office Phone and E-Mail:

Degree(s):

INCLUDE INSTITUTION(S), DISCIPLINE(S), AND YEAR(S)

Nominators are encouraged to review the award descriptions and carefully consider the criteria for each award (see below) when submitting nominations. Eligible awards will automatically be sent on to the University competition if recommended by the LAS Awards Committee. All nominations will remain confidential. Nominations not selected this year will be returned to the nominator with feedback. Award recipients must be ISU employees at the time of the Fall LAS convocation.

Questions can be directed to Nolan McDonald, 515-294-6426.

I RESPECTFULLY SUBMIT THIS NOMINATION FOR THE AWARD CHECKED BELOW (Nominations for more than one award category are allowed but require separate submissions of nomination packets.)

[ ] LAS P&S Excellence Award
[ ] LAS P&S Outstanding New Professional Award
[ ] LAS P&S Award for Excellence in Information Technology
[ ] LAS Merit Excellence Award

Nominator:

Present Position:

INCLUDE TITLE AND DEPARTMENT

Office Address & E-Mail:

Date:

Updated 9/2012
Attach to this cover sheet the following supporting documents:

- **University Nomination Cover Sheet for P&S Awards** (if appropriate)

- **Paragraph for Convocation Program**
  As part of the nomination packet, please include a 100-word paragraph about the nominee. If your nominee is selected, that information will be included in the printed program for the Fall Convocation ceremony.

- **Nomination Summary**
  This 100-word paragraph should provide a summary of the award nomination including specific accomplishments to support why the nominee should receive a specific award and any summary statements from supporting documents that address award qualifications.

- **Three letters of endorsement (maximum):**
  - One letter is nomination statement
  - One letter from current supervisor
  - One additional letter

  Letters should cite examples of the nominee’s contribution in each of the areas listed in the individual award criteria below.

- **Supportive Information.**
  Attach supportive information (if applicable) relevant to the award criteria listed for individual awards and to include dates when possible.

- **Nominee’s Curriculum Vitae** (8 pages maximum).

**Award Criteria**

**LAS P&S Excellence Award**: Purpose: To recognize and honor P&S employees who have achieved excellence in their respective fields. **Eligibility**: P&S employees with a minimum of 5 years of service to ISU and LAS. **Criteria**: Record of demonstrated professional contributions/service within the university (to university, department/unit, other departments/units, and P&S system) and outside the university (to professional organizations, including positions held); evidence of career progress (promotions and educational advancements); professional recognitions/contributions beyond the university (community, state, regional, national, international, committees, publications, and recognitions); publications, papers, and patents (as appropriate).

**LAS P&S Outstanding New Professional Award**: Purpose: To recognize and honor new P&S employees who quickly have achieved excellence in their respective fields. **Eligibility**: P&S employees with 5 or fewer years of service to ISU and LAS as of the nomination deadline. **Criteria**: Evidence of innovative, creative or original ways in accomplishing job responsibilities; an established pattern of reliability and responsibility in performing job duties; efforts toward continual personal and professional development; service to Iowa State University and/or community; fostering a spirit of cooperation and strong interpersonal skills; potential for future contributions to Iowa State University and/or community.

Updated 9/2012
**LAS P&S Award for Excellence in Information Technology:** Purpose: To recognize and honor P&S employees working in the field of Information Technology who have demonstrated excellence in their position responsibilities. **Eligibility:** P&S employees with a minimum of 3 years of service to ISU and LAS. **Criteria:** Evidence of innovative, creative or original ways of accomplishing position responsibilities targeting the development and/or implementation of information technologies. Outstanding performance as documented by peers including the current supervisor; evidence may include established pattern of reliability and responsibility in performing job duties; continual personal and professional development; demonstrated spirit of cooperation; and potential for future contributions to Iowa State University and/or community.

**LAS Merit Excellence Award:** Purpose: To recognize and honor Merit employees who have achieved excellence in their respective fields. **Eligibility:** Merit employees with a minimum of 5 years of service to ISU and LAS. **Criteria:** Evidence of outstanding performance as documented by peers including current supervisor.