

Outstanding Staff Award

The Southern Polytechnic College of Engineering and Engineering Technology Outstanding Staff Award winner is recognized for their multitude of outstanding contributions to the college. Through their dedication and commitment to excellence, the awardee's work ethic continually exemplifies:

- Reliability and dependability,
- Productivity and efficiency,
- Excellence in customer service and teamwork,
- Initiative and creativity,
- Leadership qualities, and
- Pride in the college and university.

Criteria

The candidate must demonstrate a significant contribution to the academic community. There should be substantial evidence that a nominee's activities have had a significant positive effect at the University and/or in the community. Service must extend over multiple years.

The following are non-ranked examples of accomplishments that may be included as evidence:

- Exemplary Achievement and Performance: Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the College's mission and core values.
- Excellence in Customer Service/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; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the campus community.
- Outstanding Education Support/Initiative and Creativity: Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in student services or enhanced student satisfaction.

Eligibility

Any full-time staff with a minimum of 2 years of service at KSU is eligible to apply for the award. Administrators with faculty rank are ineligible for staff awards.

Award

Each award consists of a plaque.

Number and Frequency of Awards

Up to One (1) award may be presented annually, selected based on the qualifications of nominees. Additionally, up to two honorable mentions may be presented.

Nomination Procedures

Nominees are submitted by faculty, staff, or students to the persons supervisor.

Nominations packets should include:

- A completed Cover Sheet;
- A maximum of three letters in support of the nomination; one must come from their supervisor;
- All materials must be compiled into a single pdf document.

Evaluation Procedures

Nominations will be evaluated by a college Awards Committee including one member from each of the departments. Due to the competitive nature of this award, multiple noteworthy applications may be reviewed in a given year. If not selected, nominees are encouraged to reapply the following year.