



**CEP STAFF EXCELLENCE AWARD  
PROGRAM  
2024-2025**



*Where Excellence Matters*



## CEP Staff Excellence Award Program 2024-2025

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## **CEP Staff Excellence Award Program 2024-2025**

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### **Purpose and Overview**

The College of Education and P-16 Integration (CEP) is proud of its staff members who are invaluable members of the CEP. They are important partners in our efforts to achieve our goals and fulfill our mission. The CEP annual Outstanding Staff Excellence Award (1) recognizes a staff member who has consistently demonstrated excellence in service to their department or College. The award comes with a \$1,000.00 honorarium. The CEP College Council will review the nominations and provide recommendations to Dean Alma D. Rodriguez. Please note that the award must have at least two nominations for a selection to be made.



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### **Timeline**

December 2:	Call for nominations for CEP Staff Excellence Award
January 22:	Deadline to submit nomination packet via this <a href="#">survey</a> .
February 5:	Deadline for CEP College Council to submit their recommendations of the top applicant for each award category to Dean Alma D. Rodriguez
February 12:	Award recipients are announced
March 1:	Recipient receives award



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### A. Description, Criteria, Eligibility, and Nomination Process for Award

#### *Criteria*

The criteria are as follows:

- The nominee demonstrates commitment to service as an important role in their job.
- The nominee demonstrates professional communication with all stakeholders, especially students.
- The nominee demonstrates contributions to other staff members, faculty, and students by going beyond the normal scope of work.
- The nominee demonstrates excellence in work ethic, timeliness, and quality of work.

#### *Eligibility*

- Permanent staff in the Exempt and Non-Exempt Staff categories whose appointments are full-time and who have been employed by the CEP for at least one full year.
- Nominee must not have received the CEP Staff Excellence award within the previous three (3) academic years (i.e., 2021-2022, 2022-2023, or 2023-2024).

#### *Nomination Process*

- Nominee and nominator contact information.
- One (1) letter of nomination with an overview of nominee's contributions to excellence as well as a description of recent achievements in the past 5 years. The nomination letter should address the criteria above and should not be longer than 2-pages, single spaced. The nominator should address all criteria in the evaluation rubric.
- Nominee's CV or resume.

### B. Instructions for Preparation of Nomination Packets

Each nomination packet should contain all required documents and submitted [here](#) no later than January 22nd at 11:59pm. Nominations that do not adhere to these guidelines will be disqualified from the review process.



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### C. Nomination Packet

1. Cover page with the following information
  - a. Award category
  - b. Name of nominee
  - c. Current position of nominee
  - d. Number of years in current position
2. One (1) letter of nomination (*no longer than 2-pages, single-spaced*) addressing the selection criteria.
3. Nominee's CV or resume

### D. CEP College Council

The CEP College Council will review all nominees' information and make recommendations to Dean Alma D. Rodriguez. The College Council will:

- Review materials and use the evaluation rubric based on the selection criteria.
- Only review materials that are aligned with the items above.
- Only review nomination packets that are complete, adhered to guidelines, and received by the deadline.
- Only review the Staff Excellence award category if there are two (2) or more nominations.
- Adhere to confidentiality during review proceedings.
- Forward their recommendations of the top nominee to Dean Alma D. Rodriguez no later than the deadline in this call for the CEP Staff Excellence award.