

STAFF EXCELLENCE AWARD
COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY
SAM HOUSTON STATE UNIVERSITY

DESCRIPTION

This award is to recognize outstanding service by the staff of the College of Science and Engineering Technology. The Awards & Recognition Committee will select the staff member who best demonstrates exemplary performance and dedication to our college.

GUIDELINES

1. Nominees must be full-time, non-temporary staff members with a minimum of two (2) years of full-time employment within the College of Science and Engineering Technology.
2. Letters of nomination will be accepted from a full-time staff member, department chair, or faculty member in the College of Science and Engineering Technology. Student nominations and self-nominations are not accepted.
3. Nominees must have demonstrated a pattern of excellence over the previous two years in the College of Science and Engineering Technology through efficient and effective completion of their assigned duties, innovative ideas, leadership, and initiative.
4. Nominees must submit the following materials:
 - a. a cover letter accepting the nomination (one-page limit),
 - b. a resume or vitae (no page limit),
 - c. a brief narrative describing their service (one-page limit), and
 - d. letters of support (limit three).
5. Prior award winners may not be nominated for the award five (5) years after receiving the award.
6. This award's nomination process and selection are independent of the University Excellence in Service Award.