



TEXAS A&M UNIVERSITY

# Chemistry

## Department of Chemistry Outstanding Staff Award

Each year the Department of Chemistry recognizes 2 outstanding staff members with the Outstanding Staff Award, consisting of a plaque and \$500 check. Calls for Nominations will be sent out by email each Spring. To nominate a staff member in the department, please submit a Nomination Packet to the Staff Committee ([chem-staff-committee@listserv.tamu.edu](mailto:chem-staff-committee@listserv.tamu.edu)) consisting of:

1. Nomination Form (link)
2. Letter of Nomination
3. A brief summary of accomplishments and activities within and for the department and the impact of the nominees contribution to the department.
4. Letters of Support - not required, but enhance the application. No more than 3 one-page letters.

Compile the Nomination materials into a single PDF, in the order above, and email it to the Staff Committee for consideration.

## Criteria or Rules for Award

In determining the recipients (2) of this award, the following guidelines will be adhered to:

1. Call for nominations will be distributed at least 3 months prior to the presentation of the award. (Exceptions may be made at the behest of the Department Head.)
2. A nominee of the award must be full-time budgeted staff member of the Department of Chemistry for a period of at least 3 continuous years prior to the nomination deadline. (Students, student workers, research assistants and those paid on research grants are not eligible for this award.)
3. A nominee must demonstrate outstanding accomplishments, beyond what their job description requires, that clearly warrant recognition.
4. Nominee must have a performance evaluation on file with a rating of "Proficient" or better and may not have had any disciplinary actions in the past two years.
5. Nominee must have completed all outstanding trainings prior to nomination.
6. Nominations can be submitted by faculty, staff or students in Chemistry. Nomination packets must not exceed eight pages. They should be submitted as a PDF compiled of:
  - a. the Nomination Form (online at <http://www.chem.tamu.edu/faculty-staff-awards/>)

- b. Letter of Nomination (Describe work contributions and their impact to the department, efforts made to more efficient or productive operations, noteworthy skills, etc.)
- c. Accomplishments
- d. Letters of Support (up to 3).

Only complete nomination packets will be forwarded to the selection committee for consideration. Only one nomination packet per nominee will be accepted.

- 7. The selection committee will be made up of the Staff Committee, or a committee of at least 5 employees of the Department of Chemistry recommended by the Department Head.
- 8. Recipients of the Outstanding Staff Award will receive a check for \$500 and a plaque.
- 9. Recipients are eligible to be nominated again for the award after four years.
- 10. Recipients must be employed with the Department at the time the award is presented, otherwise the award will be presented to the first runner-up.
- 11. Nomination packets must be emailed to **chem-staff-committee@listserv.tamu.edu**.
- 12. The Department head and the recipient's supervisor will be notified of an award two weeks prior to the award ceremony.