



2024 CSUN Award of Merit Nomination Form

A CSUN Award of Merit is bestowed to a staff member member who demonstrates exceptional performance in service to the University community.

Up to three staff members may be honored.

Criteria:

Nominations must provide specific examples of how the nominee achieves each of the following:

1. Demonstrates outstanding performance above and beyond the normal scope of their work duties.
2. Contributes to the improvement of existing processes or the development of new ones, which enhance the success of the department, division, or are in alignment with the University's mission, values, and vision.

Eligibility:

Recipients will be regular full, or part-time staff, including permanent or long-term temps of the University including Auxiliaries. Nominees must have completed a minimum of two years of staff service.

Previous recipients are again eligible for the Award of Merit upon completion of a five-year waiting period.

Award:

Award of Merit recipients receive a \$200 award and a commemorative gift. They will be honored at the Annual Staff Service and Recognition of Excellence event.

Tips for writing your nomination:

Considering the criteria and values noted above, provide specific examples, feedback, quotes, or other evidence to tell us why the individual deserves to be recognized for the CSUN Award of Merit.

- Describe how the university, students, faculty, staff, etc. have been impacted or have benefited from the individual's work.
- Demonstrate how the individual's work or behavior aligns with the University's mission, values, and vision.

The *quantity* of nominations is not taken into consideration. It is the **quality** of your written nomination, which must include specific examples, that is key in the selection committee's review of nominations.

Be prepared to complete your submission in one sitting as the form will not auto-save your progress. It is recommended that you type out your nomination responses in a separate word document prior to entering your responses in this survey.

If you are not the nominee's direct supervisor, please consider sharing with the nominee's supervisor, that you have submitted a nomination.

Nomination:

Nominations must be complete and received by 5:00 p.m. Friday, June 21, 2024.

Nominee Information

Nominee's First Name

Nominee's Last Name

Nominee's Department

Nominee's Title/Position

Nominee's CSUN E-mail

Nominee's Campus Phone

Nominator Information

Nominator's Full Name (You)

Nominator's Department

Nominator's Title

Relationship to Nominee (Colleague, Supervisor, etc.)

Nominator's E-Mail

Nominator's Campus Phone

Supervisor Information (To be completed if different than Nominator)

Nominee's Supervisor/Manager (First and Last Name)

Nominee's Supervisor/Manager's E-Mail

Nominee's Supervisor/Manager's Title

Nominee's Supervisor/Manager's Campus Phone

1. Describe in detail how the individual you are nominating has exemplified outstanding performance. Please provide specific examples.

2. Provide specific example(s) describing how the nominee contributed to the improvement of existing processes or the development of new ones, which enhance the success of the department or division, or are in alignment with the University's mission, values, and vision.

