



## **CSUN Community Engaged Staff Award Nomination Form**

Sponsored by CSUN's Office of Community Engagement, the CSUN Community Engaged Staff Award is presented to a staff member or administrator whose exceptional programmatic, organizational, service or volunteer efforts created greater collaboration between CSUN and our larger communities (local, regional/state, national, global) in order to contribute to the public good, and nurture and sustain student success. The recipient embodies what it means to be an engaged Matador, having worked within the community to strengthen democratic values, civic responsibility and/or address critical societal issues, promoting social justice and/or serving traditionally underserved communities.

Through the CSUN Community Engaged Staff Award, the Office of Community Engagement expresses its pride and appreciation to an individual who does the important work of building community partnerships, of giving back, and of positively contributing to our society. It focuses attention on outstanding persons and their accomplishments, but also on the vital relationship between staff and community partners in co-creating partnerships that value reciprocity, deepen our learning opportunities and positively impact student success.

**Criteria:**

Nominations must provide specific examples of how the nominee has achieved the following:

1. Beyond the normal scope of their work duties, worked within the community (local, regional/state, national, global) to contribute to the public good, and/or strengthen democratic values and civic responsibility and/or addressed critical societal issues which encouraged greater community connection to CSUN, and nurtured and sustained student success within an equity lens, promoting anti-racism and inclusion.
2. Developed successful collaborative relationships with community partners that resulted in progress towards achievement of the University's mission and priorities.
3. Demonstrated a commitment to living the values of the university, community engagement, volunteerism, and service to the University.

**Eligibility:**

Recipient will be a regular full-time or part-time employee including permanent or long-term temporary staff member or administrator of the University with a minimum of one year of service.

**Award:**

The CSUN Community Engaged Staff Award recipient will receive a \$300 award from the Office of Community Engagement and a commemorative gift. They will be honored at the Annual Staff Services 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 Community Engaged Staff Award.

- 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 how, beyond the normal scope of their work duties, the nominee has developed initiatives and programs or contributed to the improvement of existing processes which encouraged greater collaboration between CSUN and the larger community (local, regional/state, national, global) in order to enhance the public good, and nurture and sustain student success.

2. Provide examples of how the nominee has contributed to successful collaborative relationships with community partners that resulted in progress towards achievement of the University's mission and priorities.

3. Describe how the nominee has lived the values of the University and local community through engagement, volunteerism, and service.

