



## 2024 CSUN Excellence in Diversity & Inclusion Nomination Form

CSUN values diversity as an essential condition for achieving institutional excellence. Our university thrives on the talents drawn from a diverse workforce and believes that a climate of respect and inclusivity allows employees to perform to their maximum potential.

The CSUN Excellence in Diversity and Inclusion Award is presented to an employee who beyond the scope of their normal work, through leadership and positive interactions with others, exemplifies a commitment to the spirit of diversity and a profound respect for all people from different backgrounds, life experiences, learning styles, and points of view within the University community.

One staff member and/or administrator will be honored for this award.

### **Criteria:**

Nominations must provide specific examples of how the nominee has demonstrated a high regard for diversity and inclusion through a combination of the following:

1. Beyond the normal scope of their work duties, sought out, valued and utilized differing knowledge, experiences, and talents of

CSUN's diverse community.

2. Promoted practices and initiated efforts to support inclusion of all people, building community and effective cross-cultural collaborations.
3. Aligned actions and decisions with the University's core value of demonstrating respect for all people.

### **Eligibility:**

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

### **Award:**

Recipient of the Excellence in Diversity and Inclusion Award will receive a \$300 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 Excellence in Diversity & Inclusion 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 sought out, valued, and utilized differing knowledge, experiences, and talents of CSUN's diverse community.

2. Provide examples of how the nominee promoted practices and initiated efforts to support inclusion of all people, building community and effective cross-cultural collaborations.

3. How has the nominee aligned actions and decisions with the University's core value of demonstrating respect for all people?

