



2024 CSUN Presidential Award Nomination Form

The CSUN Presidential Award is presented to a staff member who demonstrates consistently outstanding performance and who serves as a role model for others by living the values of the University. The successful nominee represents top performers at the University.

Criteria:

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

1. Sustained outstanding performance over a significant period of time.
2. Serves as a role model for other people by living the values of the University.
3. Contributes to the improvement of existing processes or the development of new ones, which results in significant, demonstrable progress towards achievement of the University mission, values, and vision.
4. Engagement with and dedication to the University by significant and successful involvement in campus initiatives and community activities guided by and aligned with the mission, values and vision of the University.

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 three years of staff service.

Award:

The Presidential Award recipient will receive a \$500 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 Presidential 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. How has the nominee exhibited consistently outstanding performance, demonstrating the qualities of a top University performer? Please provide specific examples.

2. How does the nominee live the values of the University and serve as a role model to others? Please identify the values and provide specific examples.

3. Describe how the nominee has contributed to the improvement of existing processes or the development of new ones, resulting in significant demonstrable progress towards achievement of the University's mission, values and vision.

4. How has the nominee demonstrated engagement with and dedication to the University through significant and positive involvement in campus initiatives and community activities?

