

University College

Annual Staff Member Awards

These awards will be presented at the University College Spring Faculty and Staff Meeting.

The University College Staff Awards Program promotes and rewards outstanding contributions by staff members in the college. Read below to learn the details of each award.

The award categories are:

- **Innovation and Impact**
- **Customer Service**

Eligibility

- All Full time, permanent University College staff members are eligible.
- Award Committee members may not be nominated or nominate individuals the year they are serving on the committee.

All award winners will receive

- An engraved award presented by the Dean
- An announcement in the University College Newsletter
- A seat on the Awards Committee for the following year
- Funds for travel or other business related purpose to be determined

Nomination Process

Nominations may come from individuals themselves, supervisors, subordinates, peers, faculty, and staff. This year the FDAC, along with representatives from the University Staff Council, will review nominations and select winners. An award might not be presented in each category if the nominations do not provide sufficient justification of meritorious performance.

INNOVATION AND IMPACT AWARD

This award recognizes a staff member who used creativity appropriately to develop new or improved processes, methods, systems, products, or services and encouraged others to do the same. Nominees in this category have made innovation a priority and participated in reasonable and calculated risk-taking that had a positive impact in/for University College.

Criteria

Nominated individuals should demonstrate a combination of the following and examples must be provided in the submitted nomination:

- Identifies creative solutions that make a significant and positive impact
- Considers situations and problems from novel and diverse perspectives
- Considers constraints that limit innovation; works within constraints to create novel approaches
- Finds ways to make the most out of existing resources
- Encourages people to think of alternative ways of doing things
- Views ideas and suggestions from a pragmatic, user-oriented perspective; effectively determines if ideas would work in operation and result in impact

Nomination Deadline

March 24, 2017 at 5:00pm

The Awards Committee will not consider late or incomplete applications.

Application Process

Please email a single electronic copy (PDF only) to UCFDAC@kennesaw.edu to include the following application materials:

1. A cover page that includes the nominee's name, department and award for which he or she is being nominated.
2. A narrative describing why the staff member deserves this award.
3. A letter of support from the nominee's supervisor.

CUSTOMER SERVICE

This award recognizes a staff member who has demonstrated consistent dedication, cooperation and exceptional customer service to those he or she supports and with whom he or she interacts. Nominees in this category regularly exhibit a positive attitude and an infectious energy and are willing to go above and beyond in order to make each interaction and project a success.

Criteria

Nominated individuals should demonstrate a combination of the following and examples must be provided in the submitted nomination:

- Approaches work with enthusiasm and passion
- Exhibits a contagious positive attitude in every encounter
- Shows initiative and motivation in tasks, projects and activities
- Presents a positive image to all publics
- Maintains a 'can-do' attitude and volunteers for assignments
- Demonstrates a passion for making a difference by sharing his or her spirit and knowledge with others
- Significantly contributes to an environment where all members of the community feel valued

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