

RAWLS COLLEGE OF BUSINESS ADMINISTRATION (RCBA) STAFF AWARD NOMINATION FORM

RCBA staff awards are intended to recognize and support the achievements of RCBA staff in meeting and exceeding the college's goals and initiatives. Eligible employees are full time staff of RCBA, excluding Directors, who have been employed at RCBA for one or more continuous years. An eligible employee can receive one quarterly Staff of the Quarter award during the fiscal year. Award amount is \$1,000 per quarter. From the pool of quarterly awardees, a Staff of the Year will be chosen for one \$3,000 award. Staff of the Quarter will also receive a front row parking space for the quarter that they are awarded, subject to availability. Staff of the Year will also receive recognition on a permanent plaque. The Dean and Senior Associate Dean will review all nominations and determine who will be the recipient each quarter, and they will also determine the recipient for the Staff of the Year award. Staff of the Quarter will be awarded on a calendar year quarter. The following deadlines for nominating an employee will apply.

Q1 Nominations due to the Dean's Office by 9/30

Q2 Nominations due to the Dean's Office by 12/31

Q3 Nominations due to the Dean's Office by 3/31

Q4 Nominations due to the Dean's Office by 6/30

Instructions: This is a PDF fillable form. You may complete this form using your computer. Once completed, print the form and sign where indicated under "Nominator's Information" below. Bring the completed and signed form to Susan Harkey, Unit Manager for the Dean's Office. Alternatively, you may scan and email the signed form to susan.harkey@ttu.edu. The form MUST be signed.

Section 1: Nominee's Information

Nominee _____ R# (if known) _____

Job Title _____

Area where the nominee is employed _____

Nominee's Supervisor _____

Section 2: Nominator's Information

Nominator _____ Campus E-Mail _____

Job Title _____

Area where the nominator is employed _____

Nominator's Signature (required) _____

Section 3: Questionnaire

Give examples of how this individual has demonstrated exceptional leadership ability and fostered a positive and motivating work environment.

Give examples of how this individual has demonstrated exemplary service and commitment to RCOBA and the achievement of its goals through his or her actions.

Give examples of how this individual has gone above and beyond expectations in performance of his or her job duties.

Provide any other information that should be considered for this nominee.