Date: October 2015

To: Outstanding Service Award Nominator

From: Ellen Dussourd and Letitia Thomas, Co-Chairs
PSS Awards Committee

Re: 2015/2016 Outstanding Service Nomination Packet

Attached is the nomination packet for the 2015-16 Outstanding Service Award. Please follow the steps below to make a nomination. Please also pay close attention to the Nomination Checklist and note the suggestions included.

**Criteria for Selection**

Individuals nominated for the Outstanding Service Award must meet all prescribed eligibility criteria and must fulfill the selection criteria for the award. Eligibility criteria include:

1) The nominee must be a current full-time professional staff employee.
2) The nominee must have completed at least two years of continuous full-time professional staff service by January 2016. **Note:** Previous winners are ineligible for five years after receiving the award.

Successful nominees provide outstanding service of noteworthy scope and depth which is beyond that encompassed by their job description. The excellent service must focus on the betterment of the community as a whole, but may be associated with university initiatives. The service may include religious, charitable, scientific, educational, artistic, literary or civil involvements that enhance the quality of life.

**Letters of Support (maximum of five)**

The next task in the nomination process is to solicit letters of support. You may meet with the nominee to solicit recommendations for letter writers or select them on your own. Please keep in mind the following points as you select individuals to write letters of support:

1) Choose individuals who are best able to articulate and have specific knowledge of the nominee’s performance, as well as are in the best position to provide letters of support.
2) Begin the process of soliciting letters early enough to ensure that you receive them on time. It is recommended that you solicit more than are needed in case you don’t receive all letters on time. Deadlines are firm!

3) Ensure that at least one letter describes the nominee’s professional excellence and no more than four letters describe service.

4) Consider soliciting more letters than you need so you are able to select the best ones for submission.

5) Communicate to the letter writers the importance of taking this task very seriously.

6) Communicate to the letter writers the importance of providing specific examples of how the nominee exemplifies excellence and has contributed to the betterment of the community and/or University while also being concise. Be sure that s/he understands that generalizations about the nominee are not helpful.

7) Communicate to the letter writers that addenda (e.g. newspaper clippings, announcements, booklets, etc.) will not be accepted.

8) Each letter of support should be addressed to the nominator and signed by the letter writer.

Please Note: The committee values the quality of the letters more than the level of the letter writer’s position. Any member of the university community may submit nominations.

Nominator’s Summary

The Nominator’s Summary is the most important part of the nomination packet.

Please keep in mind the following points as you write the Nominator’s Summary:

1) It must specifically address the Award’s selection criteria. It should include specific examples of how the nominee excels in each of the criteria for this award.

2) It should list the nominee’s most outstanding qualifications and major achievements.

3) It should summarize and highlight information from the letters of support.

4) Information from other sources (e.g. letters of support not included in the dossier) may be included.

5) Keep in mind that, while the Nominator’s Summary is limited to a maximum of five pages, successful nominators typically avail themselves of every opportunity to outline in detail the nominee’s qualifications and achievements.

6) The nominator’s summary should be address to the Awards Committee Co-Chairs and signed by the nominator.

In summary, please remember the following:

1) Be sure that your nominee meets all qualifications and criteria.

2) Be sure that the dossier contains all items on the checklist and that all documents are complete.

3) Be sure that you have followed the guidelines for the number and types of letters.

4) Don’t let your dossier be disqualified because of a technicality.
5) Note that addenda (e.g. newspaper clippings, announcements, booklets, etc.) will not be accepted.

5) Note that incomplete or late dossiers will not be accepted.

Submitting the Packet

The original nomination packet and twelve (12) copies must be submitted by 4:00 PM on Wednesday, March 16, 2016 to:

PSS Awards Committee Co-chairs
Professional Staff Senate Office
543 Capen Hall
North Campus

For questions or further information, please contact the Awards Committee Co-Chairs Ellen Dussourd (dussourd@buffalo.edu) and Letitia Thomas (lthomas@buffalo.edu).
OUTSTANDING SERVICE AWARD NOMINATION CHECKLIST

Nominee _______________________________________________________

Professional Title ________________________________________________

Nominator ______________________________________________________

Nominator’s Campus Address _________________________________________

Nominator’s E-mail ________________________ Phone _____________________

i. _____ Current Position Description signed by the nominee’s supervisor

ii. _____ Current Vita

iii. _____ Letters of Support

   Letters describing service:
   Name _______________________________________________________
   Name _______________________________________________________
   Name _______________________________________________________
   Name _______________________________________________________
   Name _______________________________________________________

   Letter addressing excellence in position:
   Name _______________________________________________________

iv. _____ Nominator’s Summary
   (This letter should summarize the letters of support and may utilize information not included elsewhere.)

v. _____ Original and twelve (12) copies of dossier

Signature of Nominator ______________________ Date _________________