Date: October 2015

To: Outstanding Service to Professional Staff Senate 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 to the Professional Staff Senate Award. Please follow the steps below to make a nomination.

Criteria for Selection

Individuals nominated for the Outstanding Service to the Professional Staff Senate Award must fulfill the selection criteria for the award.

This award recognizes an individual member of the professional staff or a group of professional staff members who have provided outstanding service to the Professional Staff Senate (PSS) as a member of the Executive Committee or as a member of a standing or ad-hoc committee or task force of PSS. Any current member of the professional staff is eligible for this award.

Letters of Support (maximum of four)

After selection of the nominee(s), the next task in the nomination process is to solicit letters of support. You may meet with the nominee(s) 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 service, 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) Consider soliciting more letters than you need so you are able to select the best ones for submission.
4) Communicate to the letter writers the importance of taking this task seriously.
5) Communicate to the letter writers the importance of providing specific examples of the nominee’s service. Be sure that s/he understands that generalizations about the nominee are not helpful.

6) 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 professional staff 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(s) meet the criteria for this award.

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

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

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

5) 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 criteria.

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

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

4) 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:**

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PSS Awards Committee Co-chairs
Professional Staff Senate Office
543 Capen Hall
North Campus
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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 TO PROFESSIONAL STAFF SENATE
AWARD NOMINATION CHECKLIST

Nominee ____________________________________________________________

Professional Title __________________________________________________

Nominator _________________________________________________________

Nominator’s Professional Title _________________________________________

Nominator’s Campus Address __________________________________________

Nominator’s E-mail __________________________ Phone ________________________

   i. _____ Current Position Description signed by the nominee’s supervisor (Note: Group nominees are exempt from this requirement.)

   ii. _____ Current Vita

   iii. _____ Letters of Support (maximum of four)

   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 ____________________