

### ***Staff Excellence Awards***

**Purpose:** Cultivate a sense of appreciation for the School of Chemical Engineering staff and reward those staff members who consistently perform at an outstanding level.

**Frequency:** One award per year

**Amount:** \$1,000 per award plus a plaque

**Criteria for Award:**

- Consistently performs above expectations
- Shows initiative
- Goes above and beyond to help his/her customers
- Creates good will for the department
- Leads by example

**Eligibility:** Any ChE staff member who has been employed in the School for at least one year at the nomination deadline is eligible for the award. Award recipients are ineligible to be nominated for five years following the receipt of the award. For the purpose of this award, postdoctoral research associates or janitors are not included in the staff category.

**Nomination Process:** Any ChE faculty member, staff, graduate or undergraduate student can nominate any ChE staff member. A nominator or contributor with a letter of support can support only one candidate. Nominations will be submitted to the Operations Coordinator. Nominations should not exceed two pages and should include specific examples. A template is attached for your guidance. Two letters of support are required (one page maximum), of which at least one must be from someone in the School of Chemical Engineering.

**Due Date for Nominations:** End of April 31, 2022. Due to the current social distancing guidelines, the award will be announced electronically via email or at the next possible event while the plaque will be awarded at the next possible reception.

**Selection:** The selection will be made by the ChE Staff Awards Committee and communicated to all School employees and students.