TEAL – Outstanding Staff of the Year Award
(Classified or Professional)
Due November 1st

This award recognizes employees who consistently contribute to TEAL by carrying out the responsibilities of their jobs in an exceptional manner.

Criteria

Nominees must have been employed at USU in TEAL in a contract position for a minimum of three years and must be at least a 50% benefitted employee. Nominations may be made by the department head, faculty, staff, or students.

Submission Material

Nomination letters should include information relevant to the following areas.

- Contributions/Achievements: Special contributions and achievement on or off the job, the campus, and to the community – particularly contributions that have long-lasting benefits.

- Service Excellence: Service to the department that demonstrates an attitude of ongoing commitment to assist the university in achieving its mission. Productivity and quality of work should be outstanding as measured against the type of work being performed.

- Personal Traits: Personal qualities that reflect an employee who is team oriented, has a positive attitude, takes initiative, is committed to professional development, and demonstrates the ability to relate well to others (colleagues, students, and public).

- Other Accomplishments: List any other pertinent accomplishment of the nominee.

Process

- A committee appointed by the TEAL department head will review nominees and recommend a staff member for the award.

- The TEAL Outstanding Staff of the Year Award will have his/her materials forwarded to the CEHS Dean’s Office as a nominee for the College Outstanding Staff of the Year Award.

Recognition

- Recipient will be recognized at the TEAL Awards Ceremony.

Email nomination materials to TEAL Department Head by November 1st