

COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
THE UNIVERSITY OF ARIZONA

**AWARD FOR OUTSTANDING STAFF  
IN SUPPORT OF INSTRUCTION & STUDENT SERVICES**

**NOMINATION GUIDELINES**

revised July 2015

**WHAT IS THE AWARD?**

The Outstanding Staff Award in Instruction was created to recognize and honor unusual dedication and outstanding contributions by a classified staff member in support of instruction and student services in the College of Agriculture and Life Sciences (CALs). The award will be given annually with a plaque and award of \$500 presented at Honors Convocation, which is usually held in conjunction with Family Weekend during the fall semester.

**WHO CAN BE NOMINATED?**

Any non-probationary full-time classified staff member statewide, irrespective of length of service to the College of Agriculture and Life Sciences, who has not received the award in the past year can be nominated.

**WHO CAN NOMINATE?**

Nomination of candidates for this award may be made by any administrative head, faculty, staff or student organization in the College of Agriculture and Life Sciences. One nomination will be accepted for each department/unit.

**SELECTION PROCEDURE**

A committee will review all nominations and make their selection based on the materials submitted. For required information see the Nomination Form.

**SUBMISSION OF MATERIALS**

**The original plus three copies of the nomination materials, four (4) total**, should be stapled or held together with a sturdy clip. Do not use loose leaf notebooks or three-ring binders. Bulky additional materials such as books, reprints, CDs, disks, or videotapes will not be accepted.

**Make sure that all of the required material is submitted in order:**

a. **Completed Nomination Form** - the form can be printed or copied into a word processing program- responses need to follow order of questions.

b. **Recommendation Letters** from administrative head, faculty, staff or student organization and or affiliated community group in the College of Agriculture and Life Sciences. See the nomination form for details.

**Incomplete packets will not be reviewed.**

**Send materials (original plus three copies, total of four packets)** to Joy Winzerling, Bart Cardon Associate Dean, Career & Academic Services Office, Forbes Building, Room 211, P.O. Box 210036, Campus Mail.

Questions regarding the guidelines, nomination process or event may be directed to Elaine Marchello, [evm@email.arizona.edu](mailto:evm@email.arizona.edu), 520-626-3631.

**DEADLINE: noon on Wednesday, September 23, 2015.**