



## Guidelines for the Dean's Development Council Outstanding Staff Award

In determining the recipient of this award, the following guidelines will be adhered to:

1. A call for nominations will be distributed at least three months prior to the presentation of the award. One award will be presented annually at the *Fall Kick-Off Luncheon* held on **Wednesday, August 21, 2019** in the Memorial Student Center/Bethancourt Ballroom on the Texas A&M University campus.
2. The recipient must be a full-time budgeted staff member of the College of Education and Human Development (CEHD) for a period of at least two continuous years prior to the nomination deadline. If you have any questions regarding a specific nominee's eligibility, please contact Wendy Kreider at [wkreider@tamu.edu](mailto:wkreider@tamu.edu) or 979-845-6411.
3. The recipient must demonstrate outstanding accomplishments, beyond what their job description requires, that clearly warrant recognition such as:
  - a. Exceptional work performance
  - b. Noteworthy communication skills
  - c. Positive and confident manner
  - d. Cheerful and cooperative attitude
  - e. Dedication
  - f. Meets challenges
4. Nominations can be submitted by faculty, staff or students in the CEHD. Nomination packets may **not** exceed **ten** pages and should include a nomination form, a resume, a nomination letter, and one support letter (letters may **not exceed** two pages). Only complete nomination packets will be forwarded to the selection committee for consideration.
5. Nomination letters should be addressed to the *Dean's Development Council Awards Selection Committee*.
6. The recipient will receive a cash award of \$1000 and a certificate for the **CEHD Outstanding Staff Award**.
7. Recipients of this award are eligible for nomination again after five years.
8. The recipient must be employed within the college at the time the award is presented; otherwise the award will be presented to the first runner-up.
9. Nomination packets are to be sent to **Wendy Kreider, 802F Harrington Tower / Mail Stop 4222** or via email at [wkreider@tamu.edu](mailto:wkreider@tamu.edu) by **Friday, May 24, 2019**.