



TEXAS A&M UNIVERSITY

Education &
Human Development

Guidelines for:

CEHD Staff Extraordinary Service Award

The following guidelines will be adhered to in determining the recipients of this award:

1. A call for nominations will be distributed twice a year (February and September) . Up to twelve awards may be awarded each cycle.
2. The recipient must be a full-time/budgeted staff member of the College of Education and Human Development (CEHD) or supports CEHD (centralized) for a period of at least one continuous year prior to the nomination deadline. If you have any questions regarding a specific nominee's eligibility, please contact Dr. Jacqueline Turner at jsturner@tamu.edu.
3. The recipient must have received "meets expectations" or higher on their overall rating on their latest Performance Evaluation.
4. Nomination must clearly document contributions the nominee made that went above and beyond and/or fell outside of their normal job responsibilities, 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
5. Nominations can be submitted by faculty or staff in CEHD. Nomination packets must include the nomination form including two statements of support of less than 100 words each and a supervisor signature to show acknowledgment of nomination. Nomination and supporting statements should cite specific examples of accomplishments. Only complete nomination packets will be forwarded to the selection committee for consideration.
6. Nomination letters should be addressed to the *Extraordinary Service Award Selection Committee*.
7. The recipient will receive a \$2000 award that will be direct deposited into their payroll account as well as a certificate for the **Extraordinary Service Award**.
8. Recipients of this award are eligible for nomination again after two(2)years.
9. The recipient must be employed within the college at the time the award is presented.
10. Nomination packets are to be sent to **Dr. Jacqueline Turner** via email at jsturner@tamu.edu by the announced deadline.