

### **How to nominate an outstanding staff member:**

1. Select a staff member to nominate, and ask his/her permission before nominating him/her.
2. Fill out the form on the following pages.
3. Submit the form to [AG-SUBMIT-L@LSV.UKY.EDU](mailto:AG-SUBMIT-L@LSV.UKY.EDU).
4. Along with the form, attach a photo of the nominee to the submission email.
5. Nominations are due by 5:00pm EST on August 10, 2020.

### **Award Details:**

- Nominees will be recognized at a date to be determined later.
- Winners will each receive \$500 and a carved award plaque from the Robinson Center for Appalachian Resource Sustainability Wood Utilization Center.
- All nominators and nominees should plan on attending the ceremony.

### **Who may be nominated?**

- Nominee must be a regular, full time staff member (at least .75 FTE) in the College of Agriculture, Food and Environment.
- Nominee must have been a regular CAFE employee for at least three years.
- Only one person may be nominated per nomination form (no team nominations).
- Previous nominees may be nominated, but not previous winners.
- Post-retirement, contractual, and temporary CAFE employees are not eligible.
- County Extension agents are not eligible.
- Members of the Outstanding Staff Awards committee are not eligible.

### **Who may nominate a staff member?**

- Any staff member, faculty member, or student of CAFE may nominate a staff member.
- Self-nominations are accepted.
- Multiple people may work together to nominate the same staff member. This is preferred rather than more than one nomination being submitted for the same staff member.
- The same nominator may nominate more than one staff member, but not on the same form.

### **How are winners selected?**

- Winners are selected by a committee appointed by Gamma Sigma Delta, which includes former recipients of the Outstanding Staff Award.
- The committee rates the nominated staff members based on their dedicated, steadfast, competent, and outstanding service in the areas of research, extension, education, and service to the College of Agriculture, Food and Environment.
- Winners are selected based on their merits as employees. It is important to provide enough information about the nominee so that the committee will have an understanding of what makes the nominee an outstanding staff member.

**If you have questions contact Megan Lucy at [megan.lucy@uky.edu](mailto:megan.lucy@uky.edu).**

Nominee Name: \_\_\_\_\_

Nominee Title: \_\_\_\_\_

Nominee Department/Unit: \_\_\_\_\_

Nominator name(s) and title(s):

Nominator email address(es):

Nominator phone number(s):

**What does your nominee do on a normal day of work?** If you are not sure of everything your nominee does, please ask the nominee to describe his or her job to you. Le Anne Herzog in the Business Center can also help assist nominators with position descriptions. You may contact Le Anne at [Leanne.herzog@uky.edu](mailto:Leanne.herzog@uky.edu).

**How do you know your nominee is “outstanding” at their job on a daily basis?** (For example, their work is always accurate, they finish tasks on time, they are always professional and courteous, or they look for new ways to improve their work and contribute to the College.)

**How has your nominee gone above and beyond what is expected of them?** (You might want to ask multiple people to contribute examples in this section. If you have had a great experience working with your nominee, chances are that others have too!)

**How does your nominee work well as a team member and encourage others?**