

## College of Education

### Unsung Hero Award

#### **DESCRIPTION**

This award recognizes behind-the-scenes staff members who go above and beyond the call of duty to improve the COE experience for students, co-workers, faculty, and/or staff. This honor is awarded to a full-time staff member of COE who works diligently and believes in a job well done but is seldom recognized publicly for his or her work. This individual is continually a dependable resource to the COE community and is a true benefit to coworkers.

#### **ELIGIBILITY**

All current COE non-teaching personnel who are employed full-time; the individual may not hold rank or tenure. Nominees will have continuously worked in the COE for a minimum of one year. Nominations are for employees employed during the previous year. Self-nominations will NOT be accepted for this award.

#### **CRITERIA**

- Strives to make COE a better place to work so that others will want to experience the University life as an employee or a student.
- Recognizes that students are integral to the University's core mission.
- Exhibits a positive and professional attitude when interacting with co-workers, faculty, students, and visitors.
- Knows that his or her efforts assist in the success of others and the university.
- Exemplifies an example of commitment and a strong work ethic.
- Goes above and beyond the call of duty in providing assistance to internal and external customers.
- Teamwork: Works well with others to reach a common goal, complete a project, etc.
- Always willing to lend a hand - even if it is not his or her job.

#### **NOMINATION PROCEDURE**

Department Chairs and or Unit heads must be informed of their department's staff nominee(s) and are encouraged to cooperate with any faculty or staff member seeking evidence in support of a nomination.

Nominations may be submitted by current employees, including staff, faculty, and administrators. Self-nominations are not permitted.

The nominator should:

1. Include a 1-page (maximum) nomination letter that addresses significant contributions made to COE by the nominee; addresses how the nominee has supported and/or advanced COE strategic initiatives; and considers outstanding service, significance of contribution to COE, and professionalism. It is helpful to indicate and differentiate between contributions which are directly job-related and contributions that go above and beyond the nominee's regular responsibilities. Share clear specific examples of noteworthy accomplishments, outstanding work or service, and characteristics that support the nomination.
2. In addition to the nomination letter, the nominations of a staff member can be accompanied by at least one, but no more than two, one-page letters of support.