

Program Guidelines

PRESIDENT'S DISTINGUISHED SERVICE AWARD FOR STAFF University of Pittsburgh at Greensburg December 2018

The President's Distinguished Service Award for Staff is the most prestigious award that the University of Pittsburgh at Greensburg grants to regular staff members of any classification in recognition of their outstanding contribution to the Greensburg Campus.

1. Purpose

To recognize regular staff (full- and part-time, union and non-union; non-faculty status) who have demonstrated distinguished service in the workplace.

2. Criteria

The candidate has demonstrated a consistent pattern of extraordinary dedication to the University above and beyond the candidate's job responsibilities.

The Nomination Letter should include activities such as:

- Contributed exceptionally toward the effectiveness/efficiency of a unit and/or department in the workplace.
- Implemented one or more innovative plans which reduced costs and/or increased efficiency in the workplace.
- Exhibited consistent excellent service to all those with whom the employee has contact.
- Demonstrated positive interpersonal relationships that support the diversity of the university community on a consistent basis.
- Exerted special efforts to recognize excellence in others.
- Volunteered for and/or worked on special projects.
- Provided services to the campus beyond the duties of the job description.
- Contributed to an exceptionally supportive, team-oriented environment in the workplace.

3. Number of Awards

One award recipient will be announced at the annual Staff Holiday Luncheon and Recognition Program in December. A \$250.00 voucher for use at the Greensburg or Pittsburgh campus bookstore will be issued. A second award to be used in the fall 2019 at the Greensburg campus will consist of one voucher for membership in the Ronnie Andrews Fitness Center and one voucher for campus parking.

4. Eligibility

The nominee must be a *regular* full-time or part-time staff member at the University of Pittsburgh at Greensburg. This includes union, non-union, and non-faculty status staff members. The nominee *must* have completed a minimum of three years of *regular* employment at the Greensburg campus by the time of nomination. A staff member is not eligible to win the award in two consecutive years.

5. Nomination Process

The Nomination Packet should consist of the following:

- A completed Nomination Form (The nominee's signature on the Nomination Form will represent knowledge and acceptance of the nomination.)
- A letter of nomination identifying the manner in which the nominee meets the criteria for the award, i.e., listing of specific contributions, accomplishments, etc. made by the candidate.
- *No more than five letters of support* may be submitted for each nominee. The letters of support should be attached to the original Nomination Form and nomination letter.
- A summary of the nominee's current job duties and responsibilities or a copy of the nominee's Job Description.

The complete Nomination Packet must be received by President Sharon P. Smith **no later than 4:00 p.m. on Monday, December 10, 2018.**

6. Repeat Nominations

A staff member who was nominated in a previous year, but was not chosen as the award winner, may be renominated. However, a new nomination letter and new supporting documentation must be submitted as per Section 5, Nomination Process.

A staff member who wins the President's Distinguished Service Award for Staff is ineligible for nomination in the year immediately following receipt of the award.

7. Nominators

The nomination process is open to the entire Pitt-Greensburg community. Therefore, *any* individual within the campus community, including Advisory Board members, faculty, staff, students, and alumni, may nominate a staff member for an award.

8. Award Selection

The President of Pitt-Greensburg shall personally review all nominations, seek input of respective supervisors, and select the award winner.