



2012 Staff Recognition Nomination Form

I wish to nominate:

Nominee's Name	Job Title
College/Dept/Office	Address
Telephone	Email
Number of years at The Ohio State University	

Select the Appropriate Award

- Shirley Brooks-Jones Citizenship Award Recipient - criteria forward**
 - Provides outstanding and ongoing excellence in services to faculty, staff, students and/or others.
 - Enhances the quality of work-life in ways that makes a significant difference for colleagues or customers.
 - Develops creative solutions to problems that result in significantly more effective and efficient college operations.
 - Contributes to positive changes in the college.
 - Promotes the college core values and college goals. College core values are: discovery, life-long learning, science-based knowledge, academic freedom, civility, professionalism, and diversity. College goal is to be the standard of excellence for colleges of agricultural and environmental sciences.
- Above and Beyond Awards (choose one) - criteria forward.**
 - Key Values Award – A service award for dedication, cooperation and positive attitudes in the workplace. Nominations for staff members within first (3) years of employment.
 - Innovation Award – For developing and/or participating in project initiatives and/or process operations improvements that enhances CFAES, Extension, ATI or OARDC and its mission.
 - Special Recognition – For going above and beyond job duties, for having special commitment to tasks, positive customer service and improving workplace communications.

Attach a letter (500 words maximum) why this employee is an excellent candidate to receive this award. Be as specific as possible and provide examples. Additional documentation also can be attached. (Example support letter)

Nominator			
Name of Nominator	Email		
Phone	Unit/Department		
Relationship to nominee	Faculty	Staff	Student
Supporter of Nomination for Shirley Brook-Jones Citizenship	Faculty	Staff	Student

All nominations need to be submitted to Staff Advisory Council member – Kathy Mann, OSU FABE, 262 Agricultural Engineering, 590 Woody Hayes Drive, Columbus, OH 43210 (mann.167@osu.edu) by August 31, 2012.

<http://sac.ag.ohio-state.edu/staff-recognition-awards>