



Kent State Salem Campus Distinguished Staff Nomination Form

You are invited to submit your nominations for one full-time or part-time staff member for the 2015-2016 Kent State University at Salem Distinguished Staff Award. The campus will recognize one full-time or part-time staff member for his/her commitment and dedication to the Kent State Salem campus. The purpose of this award is to recognize the importance placed on the vital job(s) of our staff members to support of the operations of the campus. This award will be presented at the Kent State Salem Spring Awards Banquet on Thursday April 28, 2016.

Students, faculty, staff, and administrators may submit nominations for these awards. A staff member may not self-nominate.

Completed nomination may be returned to the Reception Desk or emailed to Assistant Dean Celeste Oprean (coprean@kent.edu).

The deadline for nominations is **Wednesday March 2, 2016 at 5:00 pm**. A nomination committee will review all qualified applications and make the final determination of the winner. An award will only be made if a sufficient number of nominations have been submitted.

A Distinguished Staff Member...

- *demonstrates a commitment to excellence in job performance. Completes tasks and meets deadlines that support the daily operations of the campus. Stays current with job related training provided by the Kent or Salem campus.*
- *demonstrates involvement in campus related activities outside of one's normal job related duties. Promotes activities on the campus through participation and/or support. (Example: wearing the Kent State colors on Kent State days, participating in activities like the Banquet of Salem, Flashdash, Undergraduate Research Conference, or student clubs)*
- *promotes a positive and helpful working environment.*



Kent State Salem Campus Distinguished Staff Nomination Form

Please check your status:

- Student
- Faculty
- Staff
- Administrator

Name of Nominee

Department

Your name in full (please print)

Phone

Your street address (Students only)

City, State, Zip

Students, Your major, degree, and graduation date

Please describe how your staff nominee meets the criteria of a Distinguished Staff. You are encouraged to attach a typed description to this form.

Your signature

Date

Deadline for Applications: Wednesday March 2, 2016 at 5:00 pm.

Submit application to the Reception Desk or email to Assistant Dean Oprean (coprean@kent.edu).