

DEAN'S STAFF INNOVATION AWARD

College of Architecture, Arts and Humanities

Purpose: The College of Architecture, Arts and Humanities Dean's Staff Award in recognition of devising a solution to a problem or coming up with a process that increases efficiency or improves a situation.

Description: The award is \$2500.00 and a listing on the Dean's Award for Staff Innovation plaque in the Dean's office.

Objective: Encourage, recognize and reward classified staff in their efforts to achieve professional goals while fully participating in the improvement of departmental, college and/or university operations.

Eligibility: All permanent, classified staff with one-year employment in CAAH. Previous recipients may be considered again after three years.

Criteria - The nominee must:

- Strive for self-improvement
- Take initiative to learn new methods and techniques to better assist the customer
- Produce outstanding quality work
- Display knowledge and confidence in his or her field
- Accept new challenges and techniques
- Communicate well with others
- Demonstrate other specific contributions to the success of the department, college or university
- Be characterized by a positive attitude
- Be willing and patient when answering questions
- Be willing to put service to others above self regardless of the clock
- Be professional in all situations
- Be courteous
- Identify ways to make service and resources more efficient and effective

Procedures for Submission of Nominations: Nominations will be accepted from deans, chairs, faculty, staff or by self-nomination. The nomination form, a letter of nomination, and no more than two supporting letters (optional) will be submitted to the ex-officio member (Shannon Baldwin) of the Award Selection Committee by **Friday, April 30, 2021.**

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NOMINATION FORM

PLEASE ATTACH THIS FORM TO YOUR LETTER OF NOMINATION

Nominee _____

Address _____

Position Title _____

Department _____

Attach the following:

1. Nomination letter (two-page limit), should provide specific examples relating to the criteria.
2. Additional supporting letters (no more than two)

Submitted by: _____

Title _____

Date _____

School/Department _____

Office Phone: _____

COMPLETED NOMINATION MATERIALS SHOULD BE SUBMITTED BY
Friday April 30, 2021

Send completed nomination materials to:

Ex-officio Member: Shannon Baldwin

Office Address: 101 Strode Tower

Email Address: sbldwn@clemson.edu

Telephone Number 656-3879