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, March 11, 2022.
DEAN’S STAFF INNOVATION AWARD

College of Architecture, Arts and Humanities

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 March 11, 2022

Send completed nomination materials to:

Ex-officio Member: _Shannon Baldwin_____________
Office Address: 101 Strode Tower
Email Address: sbldwn@clemson.edu
Telephone Number 656-3879