

SUNY New Paltz

Classified Staff Presidential Recognition Award Nomination Form



Nomination Guidelines

The Nominee must be an active classified service employee: represented by CSEA (not CAS-CSEA), PEF or ALES, or be in a classified equivalent Research Foundation position. Nominations may be made by an employee's supervisor, another employee, student, or other member of the campus community*.

Nominations are for exemplary service to the college in the form of:

1. Exceptional service in meeting student needs;
2. Submission and/or implementation of an innovative idea that saves resources or generates new dollars;
3. Excellence in overall service, supported by specific examples; or
4. An exceptional act of volunteerism for the campus.

Nominations are due by April 20 of each year. The completed Nomination Form must be received in Human Resources by the annual deadline. Forms received after the deadline may be considered among the pool of nominees for the next scheduled award.

Nominee Information

Nominee Name (print) :

Job Title: (If known)

Department:

Supervisor: (If known)

Campus
Phone:

Nominator Information

Nominator Name:

*SUNY Relationship:

Department:

Relationship to
Nominee:

Campus
Phone:

Submission Instructions

Please use the attached nomination page 2 form to describe the exemplary service.

Place your nomination forms page 1 and 2 in a sealed envelope marked "**Confidential**".

All nominations should be addressed to the Classified Awards Program Administrator and submitted to The Human Resources Office in HAB 203 by the designated nomination deadline date.

For Human Resources Use Only

Date Received &
HR Initials:

Classified Service
Empl. Verification: Yes No

Committee
Review Date:

Award Recommended & Initials:
Yes No

