

SUNY New Paltz

Classified Staff Presidential Recognition Award Guidelines and Nomination Form



Nomination Guidelines

The Nominee must be an active classified service employee in good standing: represented by CSEA (not CAS-CSEA), PEF, PBANYS, NYSCOPBA, or be in a classified equivalent Research Foundation position. Nominations may be made by an employee's supervisor, another employee, a student, or another 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.

2019 Nominations are due by Tuesday, April 30, 2019. The completed Nomination Form must be received in the Office of Human Resources, Diversity & Inclusion (HAB 603) by the close of business on Tuesday, April 30, 2019. 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 page 2 of this form to describe the exemplary service.

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

All nominations should be addressed to the Classified Awards Program Administrator and submitted to

The Office of Human Resources, Diversity & Inclusion in HAB 603 by the close of business on Tuesday, April 30, 2019.

For HRDI Use Only

Date Received &
HRDI Initials:

Classified Service
Employment Verification: Yes No

Committee
Review Date:

Award Recommended & Initials:
Yes No

2019 Nomination Form Classified Staff Presidential Recognition Award

Nominee _____ (Print) Nominator _____ (Print)

Please circle which type or combination of types of exemplary service your nominee is being recognized for:

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

PLEASE NOTE:

Regardless of the category(ies) cited, the description of exemplary service should **include specific details, circumstances, and dates, as applicable.** Please be as detailed as possible in your description of exemplary service to the College so that the Committee can make an informed decision. If more space is needed, please attach additional sheets to this form. The form must be given to the Office of Human Resources, Diversity & Inclusion by the close of business Tuesday, April 30, 2019.

List up to five examples which best demonstrate how the nominee demonstrates exemplary service in the category or combination of categories outlined above:

1.
2.
3.
4.
5.

In addition, please attach a brief narrative statement (less than 500 words) in support of the nominee. If you need assistance creating your narrative, please contact HRDI at gaineys@newpaltz.edu and we will be glad to help.

Signature of Nominator: _____ Date: _____

(Please see Submission Instructions on page one of this form)