

## Scott College of Business

### 2015 Quality Service Award

#### For Support and Executive, Administrative, & Professional Staff\*

**Purpose:** The College is seeking nominations for the Scott College of Business Quality Service Award for members of the Support Staff or Executive, Administrative, & Professional (EAP) Staff.\* This award has been established to honor Scott College of Business staff members whose job performance and dedication to the college and its programs merit special recognition.

**Eligibility:** All full-time Scott College of Business Support or EAP staff members who have been employed in the College since July 1, 2013 or earlier.

**Criteria:** The award focuses on a staff member who exceeds expectations within the College. Not only does the staff member provide outstanding service to faculty, staff, students, and/or others, but the staff member goes above and beyond the call of duty.

**Nomination Process:** Any Scott College of Business faculty, staff, or student member may submit a nomination. Nominations will be accepted until **March 16, 2015**.

A nomination entry form is attached; however, a letter of nomination may be submitted to detail how the staff member goes above and beyond the call of duty. Attach supporting documents if desired.

#### **Selection Process:**

All nominations must be submitted in a sealed envelope addressed to Dean marked confidential. The Dean will appoint a committee to evaluate and select the recipient.

**Award:** Recipient will receive a monetary gift of \$500 and a plaque at the annual Scott College of Business Honors Program in April.

\*Staff includes Support Staff and Executive, Administrative, & Professional (EAP) Staff. The Dean and Associate Dean, as tenured faculty members are not eligible.

**Scott College of Business  
2015 Staff Quality Service Award  
Nomination Entry Form**

**Date:** \_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

**Position and/or Office:** \_\_\_\_\_

**Please explain why you nominated this person (use the space below or attach a letter of nomination):**

**Nominator's Printed Name and Signature:**

\_\_\_\_\_

Letters of support or other documentation may also be attached to this form.

**All nominations must be submitted by March 16, 2015 in a sealed envelope addressed to Dean marked confidential.**