

# **CISE STAFF EXCELLENCE AWARD**

## **Nomination Deadline: October 12, 2018**

This award recognizes the exceptional service of our staff to CISE family. The winner (one recipient) shall receive a plaque and a monetary award of \$250 at the CISE Award Ceremony. As a tradition, the CISE Awards Committee will nominate the winner for the UF Superior Accomplishment Award.

**Eligibility:** The candidate should meet all of the following eligibility requirements:

1. Must be a staff with tenure in CISE (or tenure in HWCOE with assigned duties to serve CISE students, staff and faculty).
2. The candidate's tenure within CISE or HWCOE should be one year or longer.
3. The candidate must be in good standing within the department with eligibility confirmed by the CISE Chair.
4. An award recipient will not be eligible to apply for two subsequent academic years.

### **Nomination Process:**

1. Any CISE faculty or staff can nominate an eligible staff. **Self-nomination is encouraged.**
2. The nominator (includes self-nomination) should send an email to the award committee chair ([prabhat@ufl.edu](mailto:prabhat@ufl.edu)) with the following information (as PDF attachment) with the email subject as "**Nomination for CISE Staff Excellence Award**".

One page **statement** (PDF) highlighting how the candidate's service and assistance goes **far above and beyond the level of service required by assigned duties**. Please feel free to include relevant information (examples, feedback, etc.) in the one-page statement to highlight the nominee's outstanding contributions over the years.

3. Once the awards committee receives your nomination, it will check the nominee's eligibility from the CISE Chair as well as gather information on the nominee's assigned duties.

### **Selection Process:**

- A subcommittee consisting of four faculty members of the awards committee (Sharon, Prabhat, Kevin and Reza) and four staff members (Paula, Cory and the winners of the last two years) will evaluate all the applications. In case any of the committee members have conflict-of-interest (e.g., nominates someone), the award committee will find a suitable replacement.
- The selection criterion of this award will be service and assistance to fellow members of the CISE family that goes far above and beyond the level of service required by assigned duties.
- If there is a tie, the CISE Chair will vote to break the tie.
- The result of selection would be available on October 22, 2018.