

CISE STAFF EXCELLENCE AWARD

Nomination Deadline: October 20, 2019

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.

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 at least one year as of the nomination deadline.
3. The candidate must have an "above average" annual performance evaluation during the past year (03/01/2018 – 02/28/2019).
4. An award recipient will not be eligible to apply for three 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) with the following information (as PDF attachment) with the email subject as "**Nomination for CISE Staff Excellence Award**".

One page **statement** 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 contact the nominee (or the chair) to get a list of his/her **assigned duties** as well as his/her **annual performance evaluation**.

Selection Process:

- A subcommittee consisting of five faculty members of the awards committee (Kevin, Prabhat, Reza, Sartaj and Shigang) and five staff members (Paula, Matt and the winner of the last three years) will evaluate all the applications. In case any of the committee members have conflict-of-interest (e.g., gets nominated or nominates someone), we 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 department chair will vote to break the tie.
- The result of selection would be available on October 25, 2019.