

CISE STAFF EXCELLENCE AWARD

Nomination Deadline: October 16, 2020

This award recognizes the exceptional service of our staff to the CISE family. The winner (one recipient) shall receive a plaque and a monetary award of \$500 at the Annual CISE Award Ceremony.

Eligibility: The candidate should meet all 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. Employees that have received an official disciplinary action during the previous academic year (August 1, 2019 – July 31, 2020) are not eligible for consideration.
4. An award recipient will not be eligible for three subsequent academic years. The list of previous winners is at the end of this document.

Nomination Process:

1. Any CISE faculty or staff can nominate any eligible staff. **Self-nomination is encouraged.** This year we also hope that each of the following four teams will nominate their best performer (four teams are listed in <https://www.cise.ufl.edu/people/staff/>): **administrative staff, research administrators, system administrators, and student services.**
2. The nominator (includes self-nomination) should send an email to the award committee chair (prabhat@ufl.edu) with the following information (preferably as a 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. The awards committee will contact the nominee (or the department chair) to get a list of nominee's **assigned duties** as well as his/her annual **performance evaluation** to check the eligibility criteria. Therefore, the nominator does not have to worry about the nominee's eligibility or exact duties while writing the nomination statement.

Selection Process:

- A subcommittee consisting of up to six faculty members of the awards committee (Arunava, Kevin, Kristy, Reza, Sartaj and Shigang) and up to six staff members including representatives from each of the four teams as well as winners from previous years (Matthew, Dan, Tessie, Jessica, Todd and Adrienne). In case any of the subcommittee members have conflict-of-interest (e.g., gets nominated by 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 CISE awards committee chair will vote to break the tie.
- The result of selection would be available on October 23, 2020.

Previous Winners:

Matthew Walters (2015-2016), Adrienne Cook (2016-2017), Todd Best (2017-2018), Cory Spence-Thomas (2018-2019), Tessie Colson (2019-2020)