

The College of Liberal Arts Superior Service (CLASS) Awards Program recognizes staff members who provided outstanding service to the College of Liberal Arts during the 2015/2016 academic year. Individual awards will consist of a \$750 cash award and an engraved plaque. Up to four awards will be made.

ELIGIBILITY

- Currently employed at 100% FTE in the College of Liberal Arts
- Have a minimum of one year of service in a budgeted staff position in the college by August 31, 2016
- Hold a title below that of assistant dean or director at the time of nomination
- Have not received a CLASS award in the last four years (see [website](#) for past winners)

NOMINATION GUIDELINES

The following is provided as a tool to help prepare the nomination packet. In addition to factors unique to a nominee's performance, including some of the following merits may strengthen the nomination packet.

- **Leadership and Impact** – Document how the nominee brings out the best in others; encourages and recognizes publicly and privately the good work and ideas of colleagues or co-workers; positively impacts colleagues and co-workers through training and knowledge sharing; supports the goals of the department and college and directs others (as applicable) in the achievement of those goals; demonstrates excellent verbal and non-verbal communication skills and strong listening skills; leads by example; makes timely and productive decisions; and uses resources wisely; delegates effectively.
- **Job Excellence** – Document how the nominee produces work of the highest quality; seeks and excels at additional tasks; is recognized by co-workers as a peak performer; demonstrates exceptional knowledge and skills in the most complex aspects of the job and demonstrates a willingness to continually improve on that knowledge; constantly anticipates and meets the needs of administrators, faculty, staff, and students; communicates effectively and works well with others.
- **Ingenuity, Innovation, Initiative** – Document how the nominee handles unexpected challenges, masters new tasks, offers new ideas to advance the department's goals, and encourages similar ingenuity from colleagues or co-workers; regularly exhibits independent action and resourcefulness; exercises outstanding judgment on knowing when to seek guidance from supervisor; is highly motivated; makes exceptional contributions to efficient operation of department; consistently seeks ways to improve work methods; offers constructive and detailed positive suggestions.
- **Diversity, Climate, and Inclusion -- Support for the Quality of Work Life** – Promotes a supportive work environment and displays behavior that values individual differences; treats others with dignity and respect; ability to resolve potential conflicts creatively and courteously; may be involved in diversity, climate, and inclusion initiatives.

SELECTION

A dean-appointed committee will review nominations and select the award recipients. The committee will consist of 2 Texas A&M University staff members from outside of the college and 3 college reviewers, of which one is a previous award winner.

NOMINATION AND SUBMISSION

Nomination forms are [online](#). The nomination packet must be submitted by **Monday, October 31, 2016** and include the following:

- Nomination form
- A one-page summary of current job duties
- One nomination letter (two-page maximum)
- Up to Two, One-page letters of endorsement (optional)

Submit nominations confidentially to:

Cheryl L. Hanks, Assistant Dean
College of Liberal Arts – Office of the Dean, 301 Coke, 4223 TAMU