

## **Campus Citizen of the Month**

The Campus Citizen of the Month award is given in recognition of good citizenship. All faculty, classified and unclassified staff and university partners who have been with the University for one year and who are in good standing are eligible. The nomination remains active indefinitely in the pool of candidates.

The nomination form must be signed by the nominee's supervisor and sent to the nominee's Vice Chancellor. An electronic copy of the nomination form should also be sent to Maria Chandler in Human Resources. The criteria to be used in the nomination are:

- Initiative/Creativity: Exhibits ingenuity and resourcefulness. Examples: Improved work methods, efficiency within the department.
- Loyalty/Dedication: Willing to go "extra mile" without being asked.
- Positive Attitude: Maintains effective relationships with others both on and off campus; serve as role model. Example: Consistently deliver prompt, friendly service.
- Leadership: Acknowledge those whose efforts have inspired and supported the performance and achievement of others.

Monday Group will review the nominations and select each month's winner.

The winner is presented a \$20.00 gift card from the Chancellor, a designated parking spot for the month and will be recognized in Post Time Notes.

# Campus Citizen of the Month Nomination Form

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

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Department: \_\_\_\_\_

Nominee's Supervisor's signature (required): \_\_\_\_\_

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- Anyone can nominate an employee or university partner. The nomination remains active indefinitely.
- The nominee may be faculty, a classified or unclassified staff or university partner who has been with USCA for at least one year and who is in good standing.
- Complete this form and attach a narrative of why the nominee merits being named Campus Citizen of the Month based on one or more of the following criteria. Specific examples must be given.
- Initiative/Creativity: Exhibits ingenuity and resourcefulness. Examples: Improved work methods, efficiency within the department.
- Loyalty/Dedication: Willing to go "extra mile" without being asked.
- Positive Attitude: Maintains effective relationships with others both on and off campus; serve as role model. Example: Consistently deliver prompt, friendly service.
- Leadership: Acknowledge those whose efforts have inspired and supported the performance and achievement of others.
- The nomination form and narrative must be sent to the department Vice Chancellor in that unit. An electronic copy of the nomination form should also be sent to Maria Chandler in Human Resources. Monday Group will review the nominations and select each month's winner.