



# College of Arts, Sciences, and Education

## CASE Staff Awards Guidelines and Award Process

The College of Arts, Sciences, and Education (CASE) Staff Awards recognize the exemplary service and support towards achieving the mission of the College of Arts, Sciences, and Education over the past academic year.

The purpose of the awards is to recognize and reward staff members who provide superior service and make extraordinary contributions above and beyond standard job expectations. Each recipient will be honored with a plaque and a monetary award.

A CASE Staff Award nomination and/or receipt in no way replaces the University annual performance review process. All nominees and recipients of a CASE Staff Award are still required to complete the annual performance process.

### Eligibility

1. Nominee must be a full-time staff member in the College of Arts, Sciences, and Education.
2. Nominee must meet the minimum requirement of six (6) months of continuous service as a fulltime, benefit-eligible employee.
3. Nominees cannot have received a CASE Staff Award in the past two (2) years.
4. Members of the ad hoc CASE Awards Committee are not eligible for nomination.
5. Employees with poor, or incomplete, performance evaluations are not eligible.

### Nomination Process

Only electronic submissions in PDF format will be accepted. Submit the nomination letter from the nominator's email address to [case@mst.edu](mailto:case@mst.edu). Please include the name of the award in the subject line of your email to simplify the process for committee members reviewing the nominations. The nomination can come from any faculty or staff member; however, the nomination letter must be signed by both the nominator and the department chair or center director. Nominations are due at least one month prior to the spring college-wide meeting, unless otherwise noted at time of announcement.

In the nomination letter, describe how the employee's performance merits recognition for one of the CASE Staff Awards, and a specific example of how the nominee has consistently shown superior or extraordinary performance in one or more of the following areas:

1. Outstanding and sustained contributions above and beyond normal job responsibilities
2. Identifies needs and takes initiative to solve problems
3. Exemplary service to students, faculty, and/or staff within an academic unit or at the College level; and/or to the broader university and surrounding community as a representative of the College
4. Positive mentoring influence in the workplace: contributes significantly to a team atmosphere that promotes a creative and productive work environment
5. Excellence in the performance of responsibilities



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## Selection Process

The College of Arts, Sciences, and Education will select an ad hoc committee to evaluate nominations and make a recommendation to the Dean of the College. Final selection will be made by the Dean, who will inform the recipients(s) of their award at the spring CASE college-wide meeting. One award will be given for each category mentioned below.

## Award Categories

**Extra Mile Award:** This award is to recognize staff who always go above and beyond their normal duties on a routine basis. While some employees go the “extra mile” in some capacity, this award acknowledges those who take on more initiatives to help others in the organization, though they were not required.

**Community Service Award:** Individuals nominated for this award should be recognized for their engagement in service activities for the university or surrounding communities. Candidates should provide outstanding service in the form of volunteer work, serving on committees, community and cultural engagement, and/or humanitarian work. Their interactions should foster positivity and contribute to the success of the University.

**Student Service Award:** Individuals nominated for this award should be recognized for their engagement with students. Candidates should provide outstanding service to individual students and/or student groups on a continued basis. These interactions should foster student involvement with their departments, improve the student(s) experience at Missouri S&T, and contribute to overall student success.

**CASE Peer-to-Peer Award:** This award recognizes consistent exemplary performance in day-to-day activity, initiative, service, innovative ideas, achievement, and collaborative efforts, as observed by peers. These efforts should exhibit a commitment to the department and/or College mission and vision of providing quality, inclusive service to faculty, staff, and students.