

October 14, 2020

To: Executive Vice Presidents, Vice Presidents, Vice Provosts, Deans, Directors and Heads of Schools, Divisions, Departments and Offices, and all clerical and service staff members

Re: Nomination Announcement for the CSSAC Excellence Award

Nomination Deadline: Friday, November 20, 2020

The Campus Support Staff Advisory Committee (CSSAC) announces they are accepting nominations for the CSSAC Excellence Award. This award is for support and service staff on the West Lafayette campus, through sponsorship from the Chief Financial Officer and Treasurer, and the Provost.

The CSSAC Excellence Award consists of a plaque and \$1,500 honorarium that is subject to tax withholdings. This annual award was created to recognize a benefits-eligible support staff member, (op-tech staff not eligible for this award) and a benefits-eligible service staff member who demonstrates excellence in the following areas:

- Consistently going above and beyond job requirements
- Demonstrating exemplary conduct and leadership skills
- Providing exemplary customer service
- Showing initiative

Selection will be based on the degree to which the recipient, in service to the University community, demonstrates those qualities listed in the above criteria. The nominee must have completed at least **three** years of continuous service to the University prior to nomination.

Please publicize to all staff the availability of this award and encourage nominations be submitted by **5 p.m. Friday, November 20, 2020**. Nominations should be forwarded in writing or electronically to Melissa Jasek, Human Resources, KPTC, Suite 1100 or jasek@purdue.edu. Nominations may be made by any member of the Purdue community, except current members of the selection committee; and only non-CSSAC members can be nominated.

Nominations must include:

1. **One (1) concise nomination statement**, not more than two pages in length, which outlines the nominee's ability to consistently go above and beyond job requirements, demonstrate exemplary conduct and leadership skills, provide exemplary customer service, and show initiative.
2. **No more than two (2) letters of support** from any faculty, staff or student. Each not exceeding one page in length.

Please take this opportunity to express your appreciation of an outstanding staff member. If you have any questions regarding this award or the nomination process, please contact Melissa Jasek at jasek@purdue.edu.