

**College of Arts and Sciences
University of West Georgia
2010 COAS Outstanding Staff Award**

The Outstanding Staff Award is designed to recognize COAS staff members for outstanding performance in carrying out their assigned responsibilities with excellence while also taking initiative to go above and beyond in their contributions to the university community. The winners will receive a \$500 award to be used in their department and a personal plaque to be awarded at an award ceremony at the end of the academic year.

Eligibility

- COAS Full-time and part-time benefitted staff are eligible for this award after completing at least one full year of service at the University of West Georgia.
- An individual who wins an award is not eligible to earn the award in the following academic year.
- No one serving on the awards selection committee is eligible to receive an award during the academic year of his or her appointment.
- In order to be eligible for the Outstanding Staff Award, a nominee **must**:
 - Show reliability, dedication, and commitment to the job
 - Be competent and knowledgeable
 - Demonstrate courtesy in working with others and develop effective working relationships with faculty, staff, students, vendors, and the community.
- Additional characteristics of a successful nominee may include the following:
 - Accepts challenges with eagerness
 - Uses personal initiative and creativity to solve problems, complete tasks, or improve work processes
 - Seeks to understand the broader context of the job
 - Offers time, energy and ideas in reaching common goals
 - Willingly and actively participates - in work unit, department, and on teams
 - Works effectively with others in meeting departmental, college, and university needs

Nomination Process

- Any employee or student at the University of West Georgia or any vendor employed by the University of West Georgia may nominate a COAS staff member for the award.
- Nominations should be submitted via email or hard-copy to the COAS Staff Advisory Committee (staffadvcoas@westga.edu or the COAS Staff Advisory Committee, c/o the COAS Dean's Office). The form is available online under "Awards & Grants" on the COAS webpage <http://www.westga.edu/coas/>.

Selection

- The Staff Advisory Committee, comprised of five staff members representing the COAS staff, will consider each nomination against the criteria for eligibility to determine the winner of the Outstanding Staff Award. All questions regarding the Outstanding Staff Award should be emailed to the COAS Staff Advisory Committee at staffadvcoas@westga.edu.