**College of Criminal Justice Staff Excellence Award**

**Nomination Process and Selection Criteria**

This award recognizes an outstanding staff member in the College of Criminal Justice (COCJ) or the Criminal Justice Center (CJC). This document establishes the application guidelines and criteria for selection of the award recipient.

**1. Eligibility and the Number of Awards.** Only full-time (non-faculty or administrators) staff members with an appointment in the COCJ or CJC with a minimum of two years of service are eligible for nomination. One staff member in COCJ/CJC may be selected for this award each year. The selection committee may also elect not to bestow the award in any given year, at the discretion of the selection committee. Individuals who have won the award previously are ineligible for the award during the five calendar years after they have received the award.1

**2. Nominations.** Letters of nomination will be accepted from COCJ/CJC staff or faculty (full-time and part-time) in COCJ, including administrators holding tenured, tenure track, or professor of practice appointments in COCJ. A letter of support from the nominee’s direct supervisor is also required.

**3. Selection Criteria and Procedures.** Nominees should demonstrate a record of extraordinary commitment to excellence in the College of Criminal Justice or Criminal Justice Center within the previous calendar year. This award exemplifies impactful and meaningful service and a strong commitment to the COCJ/CJC’s core purpose and mission. Nominees should demonstrate a proven record of efficient and effective operations as well as a positive and supportive attitude in the workplace. In the event that a member of the Awards Committee is nominated or is the direct supervisor of a nominated staff member, that person shall recuse themself from the meeting during any discussions or deliberations concerning the nominees.

**4. Time span.** The time period of consideration for demonstration of staff excellence encompasses the previous calendar year prior to the year in which the nomination is submitted.

**5. Elements of a nomination packet.** A nomination packet must contain 1. a letter of nomination from a member of the COCJ/CJC staff or faculty, outlining meritorious performance within the previous calendar year, and 2. A letter of support from the staff member’s direct supervisor. Nominations may also contain additional supporting evidence (2-3 pages maximum).

**6. Nomination deadline and selection committee.** The selection of an awardee is administered by the Awards and Beto Chair Selection Committee. Nominations are due by the posted deadline in the Spring semester in which the award is to be presented.

**7. The award.** The award will be a plaque and a cash award provided by the College of Criminal Justice at the annual Honors Convocation.

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1. For example, if a staff member won the award in 2023, they would not be eligible again until 2029.