**CBE Extraordinary Service Award**

**for Exempt and Non-exempt Staff**

**Title of Award:** CBE Extraordinary Service Award for Exempt and Non-exempt Staff

**Description of Award**: The College of Business and Economics recognizes staff members who have been outstanding in providing service outside of the scope of their regular duties.

**Eligibility**: Any full-time, exempt or non-exempt staff member in the College of Business and Economics may be considered for the award. An award recipient is ineligible for another award of the same category for a period of three years. Neither graduate students nor contingent faculty are eligible for the award.

**Selection Criteria**: Outstanding service is defined as activities that lead to a meaningful contribution to the mission of the college, existing processes or changing/establishing new processes and standards above and beyond their regular duties.

**Application Materials**: To be considered for the award, a candidate shall submit a one-page hard-copy description of their service activities engaged in over the current academic year to the Associate Dean by the deadline.

**Selection process**: Candidates for the award shall self-nominate. The award committee will be comprised of staff members selected by the Dean who will collectively rank the nominees relative to how strongly each candidate meets the stated criteria. As a result, one recipient will be selected from the pool.

**Deadlines**:

1. Eligible staff members shall self-nominate by submitting application materials to the Dean’s Office by the last Friday in April.
2. The award committee decisions are provided to the Dean by the first Friday in May.

**Requirements for Award Recipients**: The recipients’ accomplishment will be shared on CBE website/newsletters.