

P&S Staff Award for Extraordinary Performance Nomination Form

Nominee: _____

Department and Position: _____

Objective

To recognize a Professional and Scientific (P&S) staff member who

- has demonstrated exemplary performance while working at the College of Design;
- has demonstrated innovative, creative, or original ways to accomplish job responsibilities and effect positive change;
- has established a pattern of responsibility in performing job duties;
- has exhibited service to their department or unit and the College of Design;
- fosters a spirit of cooperation and strong interpersonal relationships with fellow employees;
- exhibits potential for future contributions to their department or unit, the College of Design, and/or their community.

Submit

- Completed nomination form (including list of recommendation letter writers and their relationship with the nominee).
- Nomination letter describing why this person deserves this award (purpose is to persuade those reviewing the nomination that this candidate is deserving of the award; cite specific examples).
- Three recommendation letters (no more than one-page per letter) with a maximum of one recommendation from a student. (A student recommendation is not required.)

Nominations for the 2021 award are due to Virgene Monthei, vmonthei@iastate.edu, by 5 p.m. CST Wednesday, Dec. 16, 2020.

Recommendation Letter Writers

1. Name: _____

Relevance to Nominee: _____

2. Name: _____

Relevance to Nominee: _____

3. Name: _____

Relevance to Nominee: _____

Name of Nominator: _____

Signature of Nominator: _____ **Date:** _____