

## **Guidelines for Selection of Employee of the Year 2016**

### **Nomination**

Any College of Pharmacy faculty or staff member may nominate any staff member who meets the eligibility requirements as described below.

The nominator will be responsible for providing the following package:

- a) A completed Employee of the Year nomination form (attached). This will be considered as YOUR letter of support. Do not use a separate sheet of paper.

AND two other letters of support:

- a) One letter of support from any College of Pharmacy faculty or staff member.
- b) One letter of support from the nominee's direct supervisor. If you are the direct supervisor, **DO NOT WRITE A LETTER – YOU HAVE ALREADY FILLED OUT THE FORM.** Instead, get a second letter of support from another College of Pharmacy faculty or staff member.

**Complete packages should be submitted to Toni Phelabaum, no later than 5:00 p.m. on Friday, March 31, 2017. Each package should contain one nomination form, one letter of support from any faculty or staff and one letter of support from the nominee's direct supervisor (or alternate if the nomination comes from the direct supervisor).**

### **Incomplete packages will not be considered.**

In the event that a staff member receives multiple nominations, the “nominator” submitting the first complete package will have the option of choosing which letters will be submitted to the committee.

### **Eligibility**

The nominee must be a regular employee of the College of Pharmacy for at least three consecutive years (i.e., in order to be eligible for the 2016 Award, an employee must have been employed no later than January 1, 2014).

Past recipients are not eligible for nomination for a three-year period. The past three recipients are: Joy Wilson, Cindy Davenport, and Katie Smith.

### **Committee's Duty**

Based on the nomination form and letters of support, select the best candidate for "Employee of the Year."

Provide to the Dean, in written form, why the committee chose this particular person (this should be in a form that could be read at the ceremony).

**COLLEGE OF PHARMACY  
2016 EMPLOYEE OF THE YEAR  
NOMINATION FORM**

**Nominee** \_\_\_\_\_

**Department/Unit** \_\_\_\_\_

**Nominated by** \_\_\_\_\_

**Reasons for Nomination** - Evaluation should include a brief summary of nominee's dedication to job, department/unit, College, and/or community. Nominee must have shown outstanding knowledge of his/her job responsibilities, consistent and long-standing dedication to the mission of the College and be regarded highly by his/her peers. Please comment on how this person's contribution has impacted positively on the College?

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date