Date: August 2019

To: Outstanding Service to Professional Staff Senate Award Nominator

From: William McDonnell, Chair, and Christa Greenberg, Vice Chair

 PSS Awards Committee

Re: 2019/2020 Outstanding Service to Professional Staff Senate Nomination Packet

Please follow the steps below to make a nomination for the 2019-20 Outstanding Service to the Professional Staff Senate Award. Please also pay close attention to the Nomination Checklist and note the suggestions included.

Criteria for Selection

Individuals nominated for the Outstanding Service to the Professional Staff Senate Award must fulfill the selection criteria for the award.

This award recognizes an individual member of the professional staff or a group of professional staff members who has/have provided outstanding service to the Professional Staff Senate as a member of the Executive Committee or as a member of a standing or ad-hoc committee or task force of PSS. Any current member of the professional staff is eligible for this award.

Letters of Support (maximum of four)

After selection of the nominee(s), the next task in the nomination process is to solicit letters of support. You may meet with the nominee(s) to solicit recommendations for letter writers or select them on your own. Please keep in mind the following points as you select individuals to write letters of support:

1. Choose individuals who are best able to articulate and have specific knowledge of the nominee’s service, as well as are in the best position to provide letters of support.
2. Begin the process of soliciting letters early enough to ensure that you receive them on time. It is recommended that you solicit more than are needed in case you don’t receive all letters on time. Deadlines are firm!
3. Consider soliciting more letters than you need so you are able to select the best ones for submission.
4. Communicate to the letter writers the importance of taking this task seriously.
5. Communicate to the letter writers the importance of providing specific examples of the nominee’s service. Be sure that s/he understands that generalizations about the nominee are not helpful.
6. Each letter of support should be addressed to the nominator and signed by the letter writer.

*Please Note*:The committee values the quality of the letters more than the level of the letter writer’s position. Any member of the professional staff community may submit nominations.

Nominator’s Summary

The Nominator’s Summary is the most important part of the nomination packet. Please keep in mind the following points as you write the Nominator’s Summary:

1. It must specifically address the Award’s selection criteria. It should include specific examples of how the nominee(s) meet(s) the criteria for this award.
2. It should summarize and highlight information from the letters of support.
3. Information from other sources (e.g. other letters of support) may be included.
4. Keep in mind that, while the Nominator’s Summary is limited to amaximum of three pages, successful nominators typically avail themselves of every opportunity to outline in detail the nominee’s qualifications and achievements.
5. The nominator’s summary should be address to the Awards Committee Chair and Vice Chair, and signed by the nominator.

*In summary*, please remember the following:

1) Be sure that your nominee meets all criteria.

2) Be sure that the dossier contains all items on the checklist and that all documents are

 complete.

3) Be sure that that you have followed the guidelines for the number of letters.

4) Note that incomplete or late dossiers will not be accepted.

Submitting the Packet

The original nomination packet and twelve (12) copies OR one copy plus an electronic copy in the form of a tabbable PDF on a jump drive must be submitted **by 4:00 PM on Wednesday, March 11, 2020 to:**

**PSS Awards Committee Chair and Vice Chair**

**Professional Staff Senate Office**

**543 Capen Hall**

**North Campus**

For questions or further information, please contact the Awards Committee Chair William McDonnell (mcdonnel@buffalo.edu) and Vice Chair Christa Greenberg (cmgreen@buffalo.edu).

**OUTSTANDING SERVICE TO PROFESSIONAL STAFF SENATE AWARD NOMINATION CHECKLIST**

Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Professional Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s Campus Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_ Current Position Description signed by the nominee’s supervisor (Note:

 Group nominees are exempt from this requirement.)

1. \_\_\_\_\_ Current Curriculum Vita
2. \_\_\_\_\_ Letters of Support (maximum of four)

1. \_\_\_\_\_ Nominator’s Summary

(This letter should summarize the letters of support and may utilize information not included elsewhere.)

1. \_\_\_\_\_ Original and twelve (12) copies of dossier OR one copy plus an electronic

 copy in the form of a tabbable PDF on a jump drive

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