

DATE: AUGUST 2025

TO: OUTSTANDING SERVICE TO PROFESSIONAL STAFF SENATE AWARD NOMINATOR

FROM: CHRISTA GREENBERG, CHAIR, AND CARL LAM, VICE CHAIR
PSS AWARDS COMMITTEE

RE: 2025/2026 OUTSTANDING SERVICE TO PROFESSIONAL STAFF SENATE NOMINATION PACKET

Please follow the steps below to make a nomination for the 2025-26 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.

The professional Staff Senate Awards committee encourages the identification, nomination, and recognition of candidates that represent the full breadth of diversity at UB. Special Consideration will be given to individuals who have made contributions to the betterment of the University, including those related to the University's commitment of increasing inclusive excellence. Nominated candidates should have a record of collaboration with faculty, staff and/or students from diverse backgrounds, which includes, but is not limited to race, ethnicity, gender, LGBTQ+, disability and veteran status.

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!

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- 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 a maximum 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 nomination packet, in PDF format, must be submitted **by 4:00 PM on Friday, March 6, 2026**, using the secure UB Box link. Contact Jessica Naish jlnaish@buffalo.edu for UB Box link and upload instructions.

For questions or further information, please contact the Awards Committee Chair Christa Greenberg (cmgreen@buffalo.edu) and Vice Chair Carl Lam (carllam@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 _____

- i. _____ Current Position Description signed by the nominee's supervisor (Note: Group nominees are exempt from this requirement.)
- ii. _____ Current Curriculum Vita
- iii. _____ Letters of Support (maximum of four)
- iv. _____ Nominator's Summary
(This letter should summarize the letters of support and may utilize information not included elsewhere.)
- v. _____ electronic copy in the form of a PDF that can be loaded to a box drive (contact Jessica Naish jlinaish@buffalo.edu) to set that up for submission.

Signature of Nominator _____ Date _____