

DATE: SEPTEMBER 2025

TO: PSS OUTSTANDING SERVICE AWARD NOMINATOR

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

RE: 2025/2026 PSS OUTSTANDING SERVICE NOMINATION PACKET

Please follow the steps below to make a nomination for the 2025-2026 PSS Outstanding Service Award. Please also pay close attention to the Nomination Checklist and note the suggestions included.

Criteria for Selection

Individuals nominated for the PSS Outstanding Service Award must meet all prescribed eligibility criteria and must fulfill the selection criteria for the award. Eligibility criteria include:

1. The nominee must be a current full-time professional staff employee.
2. The nominee must have completed at least two years of continuous full-time professional staff service by January 2026. Note: Previous winners are ineligible for five years after receiving the award.

Successful nominees provide outstanding service of noteworthy scope and depth which is beyond that encompassed by their job description. The excellent service must focus on the betterment of the community as a whole, but may be associated with university initiatives. The service may include religious, charitable, scientific, educational, artistic, literary or civil involvements that enhance the quality of life.

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 \(maximum of five\)](#)

The next task in the nomination process is to solicit letters of support. You may meet with the nominee 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 performance, 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) Ensure that at least one letter describes the nominee's professional excellence and no more than four letters describe service (Note: Two letters must be from external community members); and
- 4) Consider soliciting more letters than you need so you are able to select the best ones for submission.
- 5) Communicate to the letter writers the importance of taking this task very seriously.
- 6) Communicate to the letter writers the importance of providing specific examples of how the nominee exemplifies excellence and has contributed to the betterment of the community and/or University while also being concise. Be sure that s/he understands that generalizations about the nominee are not helpful.
- 7) Communicate to the letter writers that addenda (e.g. newspaper clippings, announcements, booklets, etc.) will not be accepted.
- 8) 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 university 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 excels in each of the criteria for this award.
- 2) It should list the nominee's most outstanding qualifications and major achievements.
- 3) It should summarize and highlight information from the letters of support.
- 4) Information from other sources (e.g. letters of support not included in the dossier) may be included.
- 5) Keep in mind that, while the Nominator's Summary is limited to a maximum of five pages, successful nominators typically avail themselves of every opportunity to outline in detail the nominee's qualifications and achievements.
- 6) 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 qualifications and 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 and types of letters.
- 4) Don't let your dossier be disqualified because of a technicality.
- 5) Note that addenda (e.g. newspaper clippings, announcements) will not be accepted.
- 6) 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 Wednesday, 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).

PSS OUTSTANDING SERVICE AWARD NOMINATION CHECKLIST

Nominee _____

Professional Title _____

Nominator _____

Nominator's Campus Address _____

Nominator's E-mail _____ Phone _____

- i. _____ Current Position Description signed by the nominee's supervisor
- ii. _____ Current Curriculum Vita
- iii. _____ Letters of Support

Letters describing community service:

Name _____

Name _____

Name _____

Name _____

Letter addressing excellence in position:

Name _____

- 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 _____