

## **Selection Criteria for Chancellor's Award for Excellence in Classified Service**

### **Eligibility:**

All nominees must be completed at least three years of continuous, full time permanent service in the Classified Service position for which they are nominated.

Prior recipients of a Chancellor's Award for Excellence in the Classified Service are ineligible for consideration. Posthumous nominations are also ineligible.

### **Criteria:**

1. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.
2. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performance his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, patients and other members of the campus community

### **Number of Awards:**

Each campus is allowed to submit one name to System for consideration for the award.

### **Nomination Process:**

Nominations may be submitted by a supervisor, coworker or other member of the campus community. Nominations must be submitted on the attached nomination form and submitted to Human Resources. The nomination will be reviewed by the Academic Awards Committee.