

College of Engineering

Staff Team Excellence Award

Purpose: The purpose of this award is to recognize and encourage teamwork or multidisciplinary efforts by staff and faculty teams in the College of Engineering.

Eligibility: The award is open to all administrative, professional, clerical, and service staff in the College of Engineering with at least a half-time appointment and at least three years of continuous service to the College of Engineering as a permanent employee. Eligible teams must consist of two or more Purdue staff members. At least 50% of the team must be staff members in the College of Engineering. Faculty and students may also be members of the team. A specific team and program/activity may not receive this award more than once.

Criteria:

- Short-term, high impact projects/activities which demonstrate initiative and innovation **above and beyond the assigned duties and expectations of the team members' positions.**
- Production of an extraordinary and significant outcome as the result of a current or recent collaborative effort.
- Demonstrates or generates significant new knowledge, improvements to the learning environment and/or develops an effective new program, process or procedure.
- Selection will be based on the importance of collaboration to the project's outcome.
- Impact of the project/activity and the degree to which the accomplishment reflects contributions from all team members are primary characteristics desired for this award.

Procedures:

- One award may be given annually to a team of administrative/professional staff or clerical/service staff.
- Candidates may be nominated by any faculty or staff member in the College of Engineering.
- If multiple nominations for the same team are received, the nominators will be contacted and asked to collaborate in order to submit one nomination package.
- Selections will be made by the Staff Awards Committee.
- Each recipient will receive an award of \$1000 consisting of \$500 cash and \$500 to be deposited in a Purdue account for the recipient's use for professional development, an individual plaque, and will be honored during the annual staff awards banquet.

Materials to be submitted for the nomination:

- Required materials include the nomination form and attached documentation, which should not exceed 2 pages and 3 letters of support, not longer than one page each. These letters should be incorporated directly into the nomination file.
- Please provide specific examples of how the team's actions have exemplified the various criteria for this award.
- The nomination must include specific examples of how team members acted above and beyond assigned duties in order to qualify for this award.
- Please describe the broader impact the team has made, through its contribution(s), on its constituents.

Helpful Hints:

- Nominators and/or support letter writers are encouraged to address or expand upon the award criteria appropriate for each category.
- Give details of a personal involvement or connection to the team.
- Provide letters of support from a diverse group of individuals. These could also include sources outside of the university that are familiar with the team's contributions.
- Utilizing different sources of input such as students, faculty and staff, is valuable for a nomination.