

The College of Liberal Arts Superior Service (CLASS) Awards Program, consistent with our current emphasis on professional leadership development, recognizes staff members who provided outstanding service to the College of Liberal Arts during the 2017/2018 academic year. Individual awards will consist of a \$750 cash award and an engraved plaque. Up to four awards will be made.

ELIGIBILITY

- Currently employed at 100% FTE in the College of Liberal Arts
- Have a minimum of one year of service in a budgeted staff position in the college by August 31, 2018
- Hold a title below that of assistant dean or director at the time of nomination
- Have not received a CLASS award in the last four years (see [website](#) for past winners)

NOMINATION GUIDELINES

The following is provided as a tool to help prepare the nomination packet. In addition to factors unique to a nominee's performance, including some of the following merits may strengthen the nomination packet.

- **Leadership and Impact** – Document how the nominee brings out the best in others; encourages and recognizes publicly and privately the good work and ideas of colleagues or co-workers; positively impacts colleagues and co-workers through training and knowledge sharing; supports the goals of the department and college and directs others (as applicable) in the achievement of those goals; demonstrates excellent verbal and non-verbal communication skills and strong listening skills; leads by example; makes timely and productive decisions; and uses resources wisely; delegates effectively.
- **Job Excellence** – Document how the nominee produces work of the highest quality; seeks and excels at additional tasks; is recognized by co-workers as a peak performer; demonstrates exceptional knowledge and skills in the most complex aspects of the job and demonstrates a willingness to continually improve on that knowledge; constantly anticipates and meets the needs of administrators, faculty, staff, and students; communicates effectively and works well with others.
- **Ingenuity, Innovation, Initiative** – Document how the nominee handles unexpected challenges, masters new tasks, offers new ideas to advance the department's goals, and encourages similar ingenuity from colleagues or co-workers; regularly exhibits independent action and resourcefulness; exercises outstanding judgment on knowing when to seek guidance from supervisor; is highly motivated; makes exceptional contributions to efficient operation of department; consistently seeks ways to improve work methods; offers constructive and detailed positive suggestions.
- **Diversity, Climate, and Inclusion -- Support for the Quality of Work Life** – Promotes a supportive work environment and displays behavior that values individual differences; treats others with dignity and respect; ability to resolve potential conflicts creatively and courteously; may be involved in diversity, climate, and inclusion initiatives.

SELECTION

A dean-appointed committee will review nominations and select the award recipients. The committee will consist of 2 Texas A&M University staff members from outside of the college and 3 college reviewers, of which one is a previous award winner.

NOMINATION AND SUBMISSION

Nomination forms are [online](#). The nomination packet must be submitted by **Wednesday, October 24, 2018** and include the following:

- Nomination form
- A one-page summary of current job duties
- One nomination letter (two-page maximum)
- Up to Two, One-page letters of endorsement (optional)

Submit nominations electronically to:

Kristine Brisco, Assistant Dean (kbrisco@tamu.edu)
College of Liberal Arts – Office of the Dean, 301 Coke, 4223 TAMU