# **university of montana college of humanities and sciencesHeart and Soul Staff Excellence Award**

This award recognizes staff excellence in the College of Humanities & Sciences (H&S).

The award will be presented at the H&S Dialogue on April 2.

## Selection Criteria

* A state supported staff member in the H&S who has worked for the College at least one year.
* Embodies the mission and values of H& S through some of these criteria:
	+ Supporting the educational mission (in any capacity)
	+ Promoting diversity
	+ Creating a safe, inclusive, environment
	+ Demonstrating leadership qualities
	+ Providing a positive attitude about work and UM
	+ Taking advantage of professional development opportunities
	+ Working as a team player

## Nomination Form

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator (Must be part of H&S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator role (Check one): Staff (\_\_\_) Faculty (\_\_\_) Student (\_\_\_)

**Documentation** (no more than seven pages)

\_\_\_ Nomination Form (this form)

\_\_\_ Statement from the nominator on how the nominee embodies the criteria above

\_\_\_ Letter of support from the supervisor (unless the supervisor is the nominator)

\_\_\_ ***Optional:***A letter of support from a colleague, student, or faculty member (if nominated by the supervisor, there can be two of these)

Nominations are due **March 15.** The required documents should be combined into **a single PDF** and

submitted to: <http://hs.umt.edu/hs/people/staff-award>.