



**BOWLING GREEN STATE UNIVERSITY
CLASSIFIED STAFF COUNCIL
OUTSTANDING SERVICE AWARD
GUIDELINES**

PURPOSE OF AWARD

The Classified Staff Outstanding Service Award (CSOSA) recognizes and applauds classified employees whose efforts benefit students, faculty and staff, and others within and outside the University community. Students, faculty, classified and administrative staff may nominate any permanent part-time or full-time classified employee. The award recipient will be announced at the Classified Staff Awards ceremony in May. The recipient of the CSOSA receives a \$1000.00 award and a commemorative plaque. A picture will be taken and displayed with the recipient's name on the permanent plaque which is located on the second floor of the Bowen-Thompson Student Union.

NOMINATION ELIGIBILITY – documents are due by 5 p.m. on April 15.

- Criteria requirement is exemplary service performed by permanent part-time or full-time BGSU employee.
- Someone who is nominated and then retires during the 2022-23 fiscal year is still eligible.
- Individuals who have won in previous years are ineligible. A list of previous winners can be viewed at <http://www.bgsu.edu/classified-staff-council/awards-information/outstanding-service-award.html>
- If a CSOSA committee member is nominated for the Outstanding Service Award, that member is ineligible from serving in the selection process.
- A personal letter of explanation written by the nominee explaining the service he/she provides to his/her unit, the University, his/her community, organizations, etc.
- One to three letters of support will be accepted for each nomination submitted. The CSOSA will not consider additional letters of support after receipt of the first three letters.
- The recipient will serve on the CSOSA committee to help select the following year's award winner.
- **Nomination form and letter(s) of support will not be accepted after the deadline of 5 p.m. on April 15.**

SELECTION CRITERIA

- Exhibits personal service to others through BGSU affiliations and initiatives and to his/her community, organizations, etc.
- Exhibits exemplary job performance
- Maintains a positive attitude and is dependable, conscientious, and caring
- Works easily with others both internal and external to the University
- Motivates others
- Supports and participates in University activities and/or serves on University committees

Examples of your experiences with the nominee and a detailed explanation on how they demonstrate the above selection criteria are required in the letters (by nominee and supporters). A *maximum* of three letters of support will be accepted. Submit the nomination form and letter(s) of support to csc@bgsu.edu before or on April 15.

Questions can be submitted to any CSOSA committee or CSC representative.



**Classified
Staff Council**

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I/We submit the Classified Staff Outstanding Service Award (CSOSA) nomination form in recognition of a classified employee whose efforts benefit students, faculty and staff, and others within and outside the University community, The nominated employee must be a permanent part-time or full-time classified employee. One to a maximum of three letters of support will be accepted.

Nominees and recipient of the CSOSA are recognized at the annual Classified Staff Awards Ceremony to be held in May.

Nominee: _____ Department: _____

Nominated by: _____ Phone: _____

Department: _____ Email: _____

Vice President/Dean responsible for Nominee’s Department: _____

Attach one to three letters of support: Examples of your experiences with the nominee and a detailed explanation on how they demonstrate the selection criteria are required in your letter.

SELECTION CRITERIA:

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- Exhibits exemplary job performance
- Maintains a positive attitude and is dependable, conscientious, and caring
- Works easily with others both internal and external to the University
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Letter of Support from: _____

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The deadline to submit nomination form and letters of support is 5 p.m. on April 15. These can be submitted via email to csc@bgsu.edu.