



College of Arts & Letters
Staff Member of the Year, 2020 - 2021
Award Nomination Form

Nominee must be an Old Dominion University classified staff employee with at least two years of service to the College. Please submit your nominations by **April 2, 2021** to the Dean's Office, (b1saunde@odu.edu).

Staff Member of the Year Nominee:

Name: _____

Supervisor: _____

Position Held by Nominee: _____

Please attach your comments and all supporting documents – categories to use are listed below. Specific examples of outstanding service are very helpful in the selection process.

- Demonstrated involvement, above and beyond the required job responsibilities.
- Demonstrated dedication, commitment, initiative, motivation, cooperation, teamwork, and/or outstanding customer service skills to co-workers, supervisors, and other University personnel.
- Any public service and/or community activities and accomplishments (optional).

Nominated by: _____

Department or Major: _____

Date of Submission: _____

Check Off Here – These items are REQUIRED:

_____ Short narrative from the nominator supporting the nomination

_____ Supporting documentation from at least one other source

_____ A brief job description of the nominee's current position.

Package must be complete upon submission.

Thank you for submitting your nomination.

Contact the Dean's Office at 693-3944 (or b1saunde@odu.edu) for more information.