

# President's Staff Award: Special Achievement

## President's Staff Award: Special Achievement

Deadline: Monday, July 31, 2023, by 11:59pm

**Instructions:** Employees nominated for this award are being acknowledged for a specific contribution to their department, division or University and must meet eligibility criteria (see <https://www.csusb.edu/human-resources/current-employees/recognition>). This contribution may be for a single event, project, or idea over the past year that has enhanced productivity, efficiency or effectiveness and represents a specific, identifiable contribution beyond the regular expectations of the position. Complete the sections below (type or print clearly). Please give specific, concise examples of how this nominee demonstrates each category listed below (limit to 250 words per category).

**Employee's Full Name:**

**Employee's Job Title, Department, and Division:**

**Specific Contribution:** Describe the event, project, or idea for which the employee is being nominated

**Results:** Describe how the event, project, or idea for which the employee is being nominated for has enhanced productivity, efficiency, effectiveness, or provided less waste or generated cost savings for the department, division, or University. Please limit to 750 words or less. Additional Space provided on second page.

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Results Continued:

Name of individual submitting form:

Campus Phone Number and Campus Email Address:

Others who support this nomination (optional):

Full Name:

Campus Email Address:

Campus Phone Number:

Full Name:

Campus Email Address:

Campus Phone Number:

Full Name:

Campus Email Address:

Campus Phone Number:

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To Be Completed by PSA Coordinators Only

Confirm Receipt of Nomination  Yes, Date: \_\_\_\_\_

Date Received: \_\_/\_\_/\_\_\_\_