

COCKRELL SCHOOL OF ENGINEERING
OFFICE OF THE DEAN
OUTSTANDING EMPLOYEE AWARD NOMINATION

General Guidelines

One employee will be recognized in December and May of each fiscal year.

A committee made up of the senior support staff of the Dean's Office and the previous award recipient will determine the award.

The award will be presented at the December Dean's Staff Holiday Luncheon and June Dean's Staff Birthday Party.

Criteria for Selection

The award shall be limited to regular classified personnel (appointed for 20 hours/week or more for over 4.5 months) working for the Office of the Dean of Engineering. The award shall be based on:

- 1) Accepting new responsibilities, showing initiative, creative contributions;
- 2) Quality and quantity of work, consistency of performance, meeting deadlines; and,
- 3) Cooperation with co-workers, displaying a positive attitude, enhancing staff morale.

Nominations

- 1) All employees in the Office of the Dean of Engineering, including hourly and student employees, may submit nominations.
- 2) Nominations shall be marked CONFIDENTIAL and forwarded to Cindy Brown, Compliance and Training, ECJ 2.510.
- 3) Nomination forms will be available on the Cockrell School of Engineering Staff webpage (<http://www.engr.utexas.edu/staff/forms/OutstandingEmployeeForm.pdf>) and must be completed in full to be eligible. You may submit a memo or e-mail instead of the form if all of the information on the form is provided.