

**Barbara Cleveland Staff Award**

Dean Silver in honor of Barbara Cleveland, who was employed at the College of Design, Construction and Planning for 35 years as a staff member, set up an annual staff award to be given to an exemplary employee who has demonstrated excellence during their time at the College.

**Nomination Form**

Please submit this form and supporting documents to the Dean’s Office (331 ARC) Attn: the Dean’s Administrative Assistant.

**Nomination Criteria**:

* Must be nominated by Chair/Director or Office Manager
* Submit nomination form and letter of support for candidate
* Two additional letters of support for nomination from any faculty, staff or students
* Must be TEAMS or USPS to be eligible
* Nominee must be in current position for three consecutive years.
* Three consecutive years of “Exceeds” on annual appraisal.

**Today’s date:**  **Nomination Deadline: October 16, 2017**

Nominee: UFID:

Department: Position:

Work address:

Phone:

Supervisor:

Nominator:

Department:

Work address:

Phone: Email:

Signature:

On a separate sheet of paper, please tell what the staff member has done over their time of employment with the college to be nominated for this award.