## **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 Criteria:

- Must be nominated by Chair/Director or Office Manager
- 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.

Nomination Process:

- Submit nomination form and letter of support for candidate
- Two additional letters of support for nomination from any faculty, staff or students

Nomination Deadline: October 16th/Yearly

<u>Award:</u> Monetary award of \$200.00 and a plaque to individual