**Outstanding Staff Award**

**(Nominated by Students)**

**Staff Senate in association with ASMT** is accepting nominations for the Outstanding Staff Award. **Staff at Montana Tech are employees in non-teaching roles of various types in support of the educational, research, and service programs of the University. Some of them are in front-facing offices and others are hidden gems.**

Who could you nominate? A person who has helped, encouraged or inspired you, or who you have observed doing outstanding work for the campus community. For example, the person you nominate may be the person who helped you figure out your Financial Aid problem; the person who makes sure that the dorm hallways, common areas and bathrooms are clean; the administrative assistant who greets you with a smile and helps you navigate the campus.

The Outstanding Staff Award recognizes individual staff members who have performed beyond expectation, making exceptional efforts toward achieving the mission of Montana Tech (<https://www.mtech.edu/about/strategic-plan/>).

In addition to exceeding expectations in performing the duties of their position, this awardee must meet criteria listed below. (Don't worry, we will help verify this information):

* Must be **Staff** (non-teaching, classified or contract professional)
* Must have worked at Montana Tech for at least 6 months
* Consistently makes a difference in students' lives
* *Contributed to your personal growth and/or student experience.*
* Significantly improved student services and/or student satisfaction

**Process for Nomination and Selection:**

* Nominations may be made by any Montana Tech student
* Complete the fillable form, giving specific examples of how the staff member has met or exceeded the criteria, keeping within the allotted word allowance
* Submit the nomination no later than **5 p.m., Monday, March 11, 2024**
* The form may also be printed and sent by intercampus mail to box #28 (Staff Senate). Printed nominations must be received by the campus mail room no later than  **3 p.m., Monday, March 11, 2024**
* The nominations will be reviewed by the Staff Senate Award Selection Committee and their recommendation will be forwarded to the Chancellor
* The winner of the 2024 Outstanding Staff Award will be announced by the Chancellor at the Awards Celebration on April 18, 2024

**Nomination - Outstanding Staff:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nomination is being made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Written Portion:** *Please limit your use of this person’s name and pronouns in your answers below: Nominations are blinded before being given to the Selection Committee.*

1. **Provide detailed background information on why you feel this person deserves to be nominated for the Outstanding Staff Award. Please include a personal example of an opportunity for interaction and/or assistance given by this person that was beyond your normal expectations.** *(200 words)*
2. **How have the actions of this person impacted your personal experience and that of the Montana Tech community as a whole?** *(200 words)*