

**Kansas State University College of Agriculture and  
K-State Research & Extension  
Nominations for Departmental/Unit Employee of the Year Award**

-----  
**Submission Deadline: To the Dean and Director's Office by Friday, February 14, 2014**

**For the award guidelines, go to:  
<http://www.k-state.edu/hr/classified-awards-guidelines.html>**

**I. Category:**

**Classified** \_\_\_\_\_ College of Agriculture & Dept Extension Office Professionals and other  
Classified Staff On-Campus  
\_\_\_\_\_ K-State Research and Extension Administration and Special Units

**II. Nominee:**

\_\_\_\_\_  
(Name) (Department/Area)

\_\_\_\_\_  
(Job Title) (E-mail)

**III. Nominated by:**

\_\_\_\_\_  
(Name) (Department/Area)

\_\_\_\_\_  
(Job Title) (E-mail)

- 
- 1) Describe why this nominee should be the Employee of the Year. Please include as many of the following, including concrete examples, as possible:

“A notable event/achievement that is significant in scope, effort, or impact on department operations or service to the campus or off-campus community, or Execution of duties of the position far beyond the service level commonly expected by the employee's customers that is of great benefit to, or reflects highly on, the department and/or the university. The award should indicate achievement well beyond the norm.”

Just working long hours regularly is not a justification.

Please include a maximum of two pages for your comments.

- 2) (Optional) Letters of Support from a maximum of three other people would be welcomed. Please enclose these letters along with your nomination form.
- 3) Once the selection process is finished in the Department or Unit, please send your Departmental/Unit information to Steven Graham in the Dean and Director's office by Friday, February 14, 2014. A committee appointed by the Dean and Director will determine the COA/KSRE winners to be forwarded to the Classified Senate. The employees will be recognized at the Classified Employee Recognition Ceremony on Wed., April 30, 2014.

Questions?? Please e-mail Steven Graham at [sgraham@k-state.edu](mailto:sgraham@k-state.edu). Thanks.