**2024 Recognition Awards**

**Submission** **Deadline: 5:00 p.m. on Monday, February 5, 2024.**

**Submit nominations via email to: Nominee’s** [**academic chair or director**](https://cas.wsu.edu/about-the-college/academic-chairs-directors/)**.**

Inquire well in advance of the deadline for unit-specific nomination processes or guidelines.

**Early Career Staff Achievement Award**

**Purpose:** Recognizes and honors staff members who exemplify excellence in performing their individual duties, demonstrate a commitment to teamwork, and inspire excellence in others.

**Criteria:** Demonstrated professional contributions and service within their unit, the college, and/or the University beyond their stated job requirements; evidence of ability to foster collaboration, communication, and cooperation among faculty, staff, and students.

**Specific eligibility:** Full-time staff in the College of Arts and Sciences who at the time of nomination are within the first five years of employment at Washington State University in an administrative professional and/or civil service position(s).

**Required Materials**

All nomination packets must include the following materials **in a single PDF file**:

* **CAS Award Nomination Form**

See next page for award-specific form. Do not include this instruction page.

* **Nomination Letter** (Limit of two pages)

A broad description of why the nominee is deserving of the award. Cite specific examples of relevant accomplishments, service, and recognition. Focus on the impact of the nominee’s work within the unit, across the institution, in external communities, and/or on students as appropriate. Award-specific criteria are listed above.

* **Nominee’s Resume Limit**

5 pages.

* **Supplemental Materials**

Include additional documentation of outstanding accomplishments in professional activity or service as appropriate. One letter of support or testimonial from a peer, or faculty member is required.

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**General Questions?**

Contact the Office of the Dean at cas.awards@wsu.edu.

**Early Career Staff Achievement Award**

**2024 Award Nomination Form**

*Nominations are due to nominee’s chair or director by 5:00 p.m. on Monday, February 5, 2024.*

**Nominee:**

**Title:**

**Department/School/Program:**

**Campus Zip:**

**Office Phone:**

**WSU E-mail:**

**Date of first AP appointment at WSU:**

**Nominator:**

**Title:**

**Department/School/Program:**

**E-mail:**

 **Campus Zip:**

***FOR CHAIRS AND DIRECTORS ONLY***

I electronically endorse and support the above-named nominee for the Early Career Staff Achievement Award.

**Nominee’s WSU ID:**

**Chair/Director:**

**Date:**

A confirmation email will be sent to the chair/director after the complete nomination packet has been received by the Office of the Dean.