**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.

**Staff Peer Mentoring Award**

**Purpose:** Recognizes outstanding peer mentoring and enrichment of peer-to-peer relationships from staff members in support of faculty, staff, and/or students through exemplary support, guidance, and knowledge of the unit, college, and institution.

**Criteria:** Outstanding performance as a peer mentor, demonstration of a range of mentoring activities, and meritorious peer interaction. Nominees should be consistently supportive of their peers, provide high quality guidance, and be widely knowledgeable about their unit and the institution.

**Specific eligibility:** All administrative professional and civil service staff in the College of Arts and Sciences.

**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, collaboration, and recognition. Focus on the impact of the nominee’s work within the discipline and across the institution. Describe distinguished mentoring performance and include recognition of note.

* **Nominee’s Resume Limit**

5 pages.

* **Supplemental Materials**

Include additional documentation of meritorious accomplishments in mentoring.

At least one letter of support or testimonial from a current peer or past colleague is required.

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**Questions?**

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

**Staff Peer Mentoring 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 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 Staff Peer Mentoring 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.