

# SUNY New Paltz

## Classified Staff Presidential Recognition Award Guidelines and Nomination Form



### Nomination Guidelines

The Nominee must be an active classified service employee in good standing: represented by CSEA (not CAS-CSEA), PEF, PBANYS, NYSCOPBA, or be in a classified equivalent Research Foundation position. Nominations may be made by an employee's supervisor, another employee, student, or other member of the campus community\*.

Nominations are for exemplary service to the college in the form of:

1. Exceptional service in meeting student needs;
2. Submission and/or implementation of an innovative idea that saves resources or generates new dollars;
3. Excellence in overall service, supported by specific examples; or
4. An exceptional act of volunteerism for the campus.

**2021 Nominations are due by Wednesday, November 17, 2021.** The completed Nomination Form must be received in Human Resources by the close of business November 17, 2021. Forms received after the deadline may be considered among the pool of nominees for the next scheduled award.

### Nominee Information

Nominee Name (print):

Job Title: (If known)

Department:

Supervisor: (If known)

Campus

Phone:

### Nominator Information

Nominator Name:

\*SUNY Relationship:

Department:

Relationship to  
Nominee:

Campus

Phone:

### Submission Instructions

Please use the attached nomination page 2 form to describe the exemplary service.

Place your nomination forms page 1 and 2 in a sealed envelope marked "**Confidential**".

All nominations should be addressed to the Classified Awards Program Administrator and submitted to The Human Resources Office in HAB 603 by the close of business Wednesday, November 17, 2021.

### For Human Resources Use Only

Date Received &  
HR Initials:

Classified Service

Employment Verification: Yes No

Committee  
Review Date:

Award Recommended & Initials:

Yes No

**2021 Nomination Form**  
**Classified Staff**  
**Presidential Recognition Award**

*2021 Nominations are due by Wednesday, November 17, 2021*

Nominee \_\_\_\_\_ Nominator \_\_\_\_\_  
(Print) (Print)

Please circle which type or combination of types of exemplary service your nominee is being recognized for:

1. Exceptional Service in meeting student needs
2. Submission and/or implementation of an innovative idea that saves resources
3. Excellence in overall service, supported by specific examples; or
4. An exceptional act of volunteerism for the campus

**PLEASE NOTE:**

***Regardless of the category (ies) cited, the description of exemplary service should include specific details, circumstances, and dates, as applicable. Please be as detailed as possible in your description of exemplary service to the college so that the committee can make an informed decision. If more space is needed, please attach additional sheets to this form. The form must be given to Human Resources by the close of business by Wednesday, November 17, 2021.***

**List up to five examples which best demonstrate how the nominee demonstrates exemplary service in the category or combination of categories outlined above:**

1.
2.
3.
4.
5.

**In addition, please attach a brief narrative statement (less than 500 words) in support of the nominee. If you need assistance creating your narrative, please contact Human Resources at [okwangi@newpaltz.edu](mailto:okwangi@newpaltz.edu) and we will be glad to help.**

**Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_**  
**(Please see submission instructions on page one of this form.)**