President's Employee of the Year Award [1]

The President's Employee of the Year Award will be presented to one system administration employee in recognition and appreciation of exceptional job performance.

An award of $1,000 (subject to payroll taxes) will be presented to the chosen employee at a recognition reception hosted by System Staff Council.

Eligibility

All system administration classified or university staff employees, who have been employed with the university for a minimum of a year, may be nominated for the award. (Temporary employees, student workers, university officers, and staff council nomination committee members are ineligible for this award.) Nominations are accepted from fellow staff, faculty or students who have first-hand knowledge of the nominee's performance.

Letters of Nomination

1. Provide a letter of nomination with specific examples of each of the criteria listed below.
2. The nominee's supervisor and department head must provide written approval of the nomination by signing the nomination letter (digital signature or email is sufficient).
3. Two additional letters of support from any CU employee or student (optional).

The nomination packet (nomination letter and supporting letters combined) should not exceed six pages. Refer to the rubric [2] for further information. Please refer to the examples of a strong nomination letter [3] and a weak nomination letter [4]. (Note: These letters are meant as an example ONLY.)

Criteria

Performance: Completion of work tasks that exceed expectations in the following criteria areas.

- Competence
- Commitment
- Consistency in meeting deadlines

Customer Service: Delivery of customer service that exceeds expectations in the following criteria areas.

- Willingness to assist
- Attitude in assistance
- Ability to communicate successfully with individuals from different backgrounds, etc.

Teamwork: Contributing towards a common goal and optimizing the skills and knowledge of all individuals in ways that exceed expectations in the following criteria areas.

- Collaboration
- Cooperation
- Communication

Leadership/Initiative: Readiness and ability to initiate action to achieve goals, demonstrating authenticity, engagement, vision, imagination, and valuation of colleagues/institution.

- Creativity
- Direction

Call for Nominations

Call for Nominations

- The annual call for nominations will be announced the week of July 24, 2023
- All annual nominations must be received by no later than 11:59 p.m. on Tuesday, August 22, 2023. If no qualified nominations are received by the deadline, no award will be given.
- The award recipient will be announced no later than the last week in August.

Communication:

- System Staff Council will announce the award recipient, via a System Staff Council email announcement, system-wide, by Sept. 1, 2023
- The award recipient will receive a plaque of recognition at an annual awards ceremony to be held in September.
- The other nominees will receive a certificate of recognition at an annual awards ceremony to be held in September.

The nomination committee will consider all nominations and make a determination, using the rubric, based upon the criteria listed above.

Questions? Email ssc-exec-committee@cu.edu [5]

Previous Winners

Year	Winner
2022	Tara Dressler, University Counsel
2021	Bethany Highfill, Procurement Service Center
2020	Elizabeth Collins, President's Office

Year	Winner
2019	Alexis Kelly, Treasurer's Office
2018	Stephanie Sheldon, Employee Services
2017	Darrell Stevens, Advancement
2016	Isabella Muturi Sauve, Faculty Counsel
2015	Jon Arnold, University Relations
2014	Erin Russell, Employee Services
2013	Brian Dyet, Office of University Controller
2012	Nathan Chen, Technology Transfer
2011	Brad Baker, University Information Systems
2010	Lisa Affleck, Payroll and Benefit Services
2009	Yuki Busch, University Information Systems
2008	Megan Princehouse, Silver and Gold Record
2007	Betsy Maguire, University Information Systems

Groups audience:
System Staff Council

Source URL:https://www.cu.edu/ssc/awards/presidents-employee-year-award

Links
[1] https://www.cu.edu/ssc/awards/presidents-employee-year-award
[2]
https://www.cu.edu/sites/default/files/Presidents%20Employee%20of%20the%20Year%20Award_Rubric%20FINAL_
[3] https://www.cu.edu/sites/default/files/EXAMPLE%20OF%20GOOD%20LETTER-
%20President%27s%20Employee%20of%20the%20year%20Letter_Nominee.docx
[4] https://www.cu.edu/sites/default/files/EXAMPLE%20OF%20BAD%20LETTER-
%20President%27s%20Employee%20of%20the%20year%20Letter_Nominee.docx [5] mailto:ssc-exec-
committee@cu.edu