Nomination due date: Wednesday, March 27th

All members of the Seattle University community are invited to nominate staff members for Exemplary Staff Awards. The 2019 award recipients will be announced at the Faculty and Staff Appreciation Event.

Excellence in Leadership Staff Award
The Excellence in Leadership Staff Award was granted for the first time in 2004 to recognize an outstanding exempt-level staff member who models exemplary leadership behaviors and inspires others.

Lee Thurber Outstanding Staff Award
In memory of Lee Thurber, who worked in the University Relations department and then as the personal secretary to Fr. Sullivan, SJ, the Lee Thurber Award was established in 1997 to recognize an outstanding non-exempt staff member.

Both awards are intended to recognize employees who:
- Demonstrate a high degree of commitment to the university, its mission and values, and its strategic priorities.
- Demonstrate exemplary work behaviors, leadership, and a commitment to excellence; inspire others to excel.
- Demonstrate awareness of an appreciation of individual differences; promote inclusiveness and collaboration; treat others with respect and dignity, and recognize the unique importance of all persons.

Nominating Steps and Tips
1. Tips on completing the nomination form
   - Provide stories and specific examples about the nominee’s exceptional work. It helps the nominating committee to know why this particular staff member shines!
   - Quote examples of the nominee’s outstanding qualities and/or contributions as stated by others (colleagues, students, etc.)
   - Note impact the nominee has had within and outside his/her department – especially when it is beyond the regular scope of their position.
   - Include special achievements/activities that led to this nomination
   - It is not important that you know the exempt or non-exempt status of the person you are nominating.
2. Submit the nomination form
   - Send your nomination via email to employeeappreciationevent@seattleu.edu.
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Name of Nominee: ________________________________________________________________

Title: __________________________________________________________________________

Department: _______________________________________________________________________

Nomination Submitted By: _______________________________________________________________________

Please attach any supporting documentation that may assist the committee in making their decision.

The content of this form guides the nominating committee in its selection process (please see Nominating Tips on the first page of this document). You can help the committee by providing details about outstanding attributes and contributions of the person you are nominating, including specific ways in which this individual:

- Makes contributions that support and serve the mission, vision, and values of the university and its strategic priorities.
- Demonstrates exemplary work behaviors, leadership, and commitment to excellence, and inspires others to excel.
- Demonstrates awareness and appreciation of individual differences; promotes inclusiveness and collaboration; treats others with respect and dignity, and recognizes the unique importance of all persons.

Thank you for submitting a nomination!