

UCSB Staff Assembly Citation of Excellence Award
2024-2025
Nomination Form

Nominee Information:

Name: _____ Phone: _____
Department: _____ Length of Service: _____
Working Title: _____ Time in position: _____

Nominee's Immediate Supervisor:

Name: _____ Phone: _____
Email: _____
Next-Level Manager/Supervisor:
Name: _____ Phone: _____
Email: _____

Nominator & Endorser Information:

Name of Endorser: _____ Phone: _____
Department: _____ Email: _____
Name of Nominator: _____ Phone: _____
Department: _____ Email: _____
Nominator Signature: _____

Nomination Requirements:

Please submit a nomination packet including:

1. A letter of nomination not exceeding two pages in 12 pt. font
2. A letter of endorsement in support of the nomination not exceeding two pages in 12 pt. font
3. A completed Nomination Form

In reviewing the nominations, the selection committee will consider such qualities as job excellence, impact of work or performance, interpersonal skills, and extraordinary achievement and how these qualities result in positive impact advancing the mission of the university.

Submission Method and Deadline:

Please email the nomination packet as a PDF attachment(s) to chairs@staffassembly.ucsb.edu.

**Deadline for receipt of nominations:
4:00PM, Friday, March 7, 2025**

TO BE COMPLETED BY HUMAN RESOURCES:

Eligibility criteria confirmed by: _____ Date _____