

Program Guidelines

PRESIDENT'S DISTINGUISHED SERVICE AWARD FOR STAFF University of Pittsburgh at Greensburg March 2024

The President's Distinguished Service Award for Staff is the most prestigious award that the University of Pittsburgh at Greensburg grants to regular staff members of any classification in recognition of their outstanding contribution to the Greensburg Campus.

1. Purpose

To recognize regular staff (full and part-time, represented and non-represented staff; non-faculty status) who have demonstrated distinguished service in the workplace.

2. Criteria

The candidate has demonstrated a consistent pattern of extraordinary dedication to the University above and beyond the candidate's job responsibilities.

The Nomination Letter may include evidence of activities such as:

- Implementing or contributing to innovation which reduces costs and/or increases efficiency within their campus unit.
- Contributing to an exceptionally supportive, team-oriented environment in the workplace.
- Exhibiting consistent excellent service to all those with whom the employee interacts.
- Routinely demonstrating positive interpersonal relationship with others.
- Volunteering for and/or working on special projects.
- Providing exceptional support to others on or off campus.
- Providing services to the campus beyond the duties of the job description.

3. Number of Awards

One award recipient will be announced at the April Town Hall meeting and the winner will receive the following:

1. A \$250.00 prize.
2. A voucher for campus parking for the 2024-2025 academic year.
3. A President's Distinguished Award gift.

4. Eligibility

The nominee must be a *regular* full-time or part-time staff member at the University of Pittsburgh at Greensburg. This includes represented (union) and non-represented (non-

union) staff, and non-faculty status staff members. The nominee *must* have completed a minimum of three years of *regular* employment at the Greensburg campus at the time of the nomination. A staff member is not eligible to win the award in two consecutive years.

5. Nomination Process

The Nomination Packet should consist of the following:

- A completed Nomination Form (The nominee's signature on the Nomination Form will represent knowledge and acceptance of the nomination.)
- A letter of nomination identifying the manner in which the nominee meets the criteria for the award, i.e., listing of specific contributions, accomplishments, etc. made by the candidate.
- *No more than five letters of support* may be submitted for each nominee. The letters of support should be attached to the original Nomination Form and nomination letter.
- A summary of the nominee's current job duties and responsibilities or a copy of the nominee's Job Description.
- Nomination documents should be mailed, either interoffice or by US Mail, to: President's Distinguished Award for Staff, President Gregerson, 150 Finoli Drive, Lynch Hall 101, Greensburg, PA 15601.

The complete Nomination Packet must be received by **no later than 4:00 p.m. on Friday, March 29, 2024.**

6. Repeat Nominations

A staff member who was nominated in a previous year, but was not chosen as the award winner, may be renominated. However, a new nomination letter and new supporting documentation must be submitted as per Section 5, Nomination Process.

A staff member who wins the President's Distinguished Service Award for Staff is ineligible for nomination in the year immediately following receipt of the award.

7. Nominators

The nomination process is open to the entire Pitt-Greensburg community. Therefore, *any* individual within the campus community, including Advisory Board members, faculty, staff, students, and alumni, may nominate a staff member for an award.

Award Selection

The President's committee shall review all nominations received and will seek input of respective supervisors, and/or others, as necessary, and will be presented to the President to select the award winner.