**COLLEGE OF ARTS AND ARCHITECTURE**

# **Sustainability Staff Award**

**Purpose of Award**:

To recognize staff in the College of Arts and Architecture undertaking sustainability initiatives whose commitment to sustainability is exceptional and exemplifies professionalism and dedication to the mission of the College.

#### **Eligibility:**

All full-time exempt staff and non-exempt staff, and full-time technical service employees in the College of Arts and Architecture are eligible. Previous recipients will not be eligible for a period of five years.

#### **Nomination Procedure:**

Nominations and support documents should describe how the individual meets the criteria for the award. The documents should use recent, specific examples to demonstrate how the individual meets or exceeds the criteria, and the individual’s commitment to continue.

The following materials should accompany all nominations and be forwarded to AA Sustainability Council Chair:

1. Nominating Statement.

* The statement should not exceed one page.
* Self-nomination is encouraged.

1. List of the nominee’s achievement in at least one of the following areas:

* Dedication to sustainability in teaching as a staff member
* Dedication to sustainability in research as a staff member
* Dedication to sustainability in community engagement and service

1. Letter of support from the unit head/director. This letter should contain information concerning the nature of the nominee’s work and can be the nominating statement.
2. Additional letters of support **may** be included, limited to three.

## **Screening Process:**

The recipient of the Sustainability Staff Award will be selected each year by the Sustainability Council.

## **Timetable:**

Nominations should be submitted to the nominee's unit head/director. Unit heads/directors shall forward nominations to the screening committee via the Dean’s Office no later than February 2. The Sustainability Council will select the Award recipient at the February meeting.

## **Description of the Award:**

The award recipient will receive a certificate and $1,000, which will be included in their paycheck. The award will be presented at the College Spring Awards Ceremony. The recipient is expected to organize and host a Sustainability Lunch and Learn session in the upcoming fall semester.