GRAND VALLEY STATE UNIVERSITY

**College of Community and Public Service Dean's Professional Support Staff Commendation**

The guidelines for nomination and selection of candidates for this commendation are as follows:

1. The College of Community and Public Service (CCPS) Dean's Professional Support Staff (PSS)
2. Commendation recognizes the outstanding contributions by a PSS to the unit, college, and university. The recipient should embody the professional values of the University and CCPS’s mission, vision, and values and have outstanding performance in the execution of their duties

b. This award is based on the criteria as stated on the nomination form.

c. The CCPS College Advisory Committee will select the recipient and forward his or her name to the CCPS Dean by May 1st.

d. Only full-time, PSS staff members are eligible for this award.

e. There shall be a maximum of one award made each year, which consists of recognition at the fall CCPS retreat.

f. Individuals may not receive the award more than once every five years.

g. Nominations for the award may come from students, alumni, faculty members, other PSS’s, other university employees, or the nominee’s unit/department. Once the nomination is made, the unit head is responsible for working with the nominator and the nominee to compile the necessary application materials.

h. Self-nominations are not accepted.

i. Nominations for the commendation are in effect for a period of two years.

j. A nomination form is needed to place a candidate’s name into consideration for commendation. This form may be downloaded and printed from the CCPS website. The deadline for submission of this form and supporting materials is April 1st.

k. It is the responsibility of the nominee’s unit head and nominator to assemble the following material in support of the nomination, and submitted them to the CCPS College Advisory Committee by April 1.

 a. The completed nomination form

b. A statement from the nominator, one to two pages in length, which describes how the nominee meets the above criteria

 c. Two letters of support from individuals other than the nominator

 d. Other relevant documentation demonstrating how the nominee meets the above criteria