**Lyles School of Civil and Construction Engineering**

**2024 Outstanding Staff Award**

**Nomination Form**

The Lyles School of Civil and Construction Engineering invites nominations of administrative, professional, clerical, and service staff for the Civil and Construction Engineering Outstanding Staff Award.

**Purpose**

The purpose of this award is to recognize, encourage, and promote outstanding Staff in the Lyles School of Civil and Construction Engineering.

**Eligibility**

The award is open to all administrative, professional, and clerical staff in the Lyles School of Civil and Construction Engineering with at least a half-time appointment and at least three years of continuous service to the School. The award may not be given to the same individual more than once in a three-year period. The nominee must be an employee of the Lyles School of Civil and Construction Engineering at the time of nomination. The awardee is expected to remain an employee of LSCCE until presentation of the award at the annual ceremony except for special cases such as retirement.

**Spirit of the Award**

* Continuously goes above and beyond the expectations of his/her position.
* Exhibits a consistent pattern of congenial behavior to all contacts and treats others with respect.
* Has a positive attitude even under the most difficult of circumstances.
* Anticipates needs and takes appropriate action.
* Implemented new ideas that improved the atmosphere or efficiency of his/her area or the School.

**Process**

* One award will be given annually.
* Candidates may be nominated by any faculty or staff member in LSCCE.
* Selections will be made by the Staff Awards Committee.
* The award recipient will be honored during the annual Lyles School of Civil and Construction Engineering End of Semester Banquet and Internal Awards Program, and receive a $1000 award and individual plaque. The recipient's name will also be inscribed on a plaque displayed in Hampton Hall.

Please see the following page for the nomination form.

**Lyles School of Civil and Construction Engineering**

**2024 Outstanding Staff Award**

**Nomination Form**

The Lyles School of Civil and Construction Engineering invites nominations of administrative, professional, clerical, and service staff for the Civil Engineering Outstanding Staff Award.

**Name of Nominee:**

**Position of Nominee**:

**Basis for Nomination**:

Required materials consist of the nomination form, a nomination letter, 1 to 2 letters of support, and, if desired, up to 2 pages of additional supporting documentation. The nomination package should provide specific examples that directly support the spirit of the award.

**Nominator Name, Signature, and Date**:

Return to: Julie Jesiek, Staff Awards Committee, **by November 8, 2024** via email at jjesiek@purdue.edu.