

## CAHNRS Staff Diversity, Equity, and Inclusive Excellence Award

### Award Packet Guidelines

Submit one electronic PDF document that includes each of the following numbered documents and email the PDF to [cahnrs.majors@wsu.edu](mailto:cahnrs.majors@wsu.edu). Save and send the document with the following format: nominees name – Staff DEI Award

1. Award Packet Cover Form
  - a. The nomination cover form can be found by clicking on the following: [Faculty & Staff Award Packet Cover Sheet](#)
2. Narrative specific to nominee's position administrative professional, classified staff, or civil service position. It should be noted that only activities conducted after starting employment with the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) are to be included in the nomination package. The narrative summary should not exceed three (3) single spaced pages (Times New Roman, 12 point or similar).
  - a. Brief description of job position, responsibilities, and clientele.
  - b. Performance in nominee's assigned duties (job excellence, initiative, creativity, proactive, continued self-improvement/education. Efficiency, timeliness, conscientiousness)
  - c. Professionalism (motivational/mentor to others, ethical behavior, positive attitude, inspiration to others)
  - d. Contribution to workplace inclusive community building (work being done to make CAHNRS a more inclusive space)
  - e. What characteristics, not listed above, make this individual an outstanding nominee?
3. Letters of Support (minimum 4 - maximum 7 letters)
  - a. Department Chair/Director (required)
  - b. Peers
  - c. Current and former students/clientele
  - d. Other
4. 150 Word Biography

### Selection Process

Selection committees review the award nominations and make their recommendations to the Assistant Dean of Diversity, Equity, and Inclusive Excellence.

### Announcement

All employee candidates who have been nominated will be notified prior to the event of the decision. A formal announcement will be made at the Faculty Staff Awards Social, date to be determined. No other public announcements will be made until after the event.