

# Outstanding Employee of the Year

## Division: Exempt/Professional

### Description:

The Outstanding Employee (Exempt Division) Award is given each year to recognize a professional employee in each category. The nominee's should consistently contribute to the college by carrying out the responsibilities of his or her job in an exceptional manner. Nominees must have at least five years of eligible service (benefit-eligible position working 50% time or greater) at Utah State University and be a current employee.

### Nomination Materials:

A one page, double spaced, nomination letter from the department head or director and a current resume.

### Due Date:

Nominations are due to the Humanities and Social Sciences Dean's Office by noon on Friday, November 6, 2015 (part 1-2). Portfolios are due from the three finalists only by Friday, December 4, 2015 (part 3). The nominee is responsible for a strong portfolio.

Part 1: A letter of support from the department head or designee, consisting of no more than one single-spaced page, one inch margins, 12-point TR font.

Part 2: A current C.V. and/or résumé, as appropriate, from the nominee.

Part 3: Supporting material: Additional letters of support (not to exceed ten pages)

### Recognition:

Recognized at the College Awards Ceremony. Portfolio is forwarded to the Office of Human Resources for consideration of the University Employee of the Year (Professional Division).

### Exempt Type of Positions:

Academic Advisors  
Publication Specialists  
Program Coordinator  
Broadcast Specialist  
Museum Curator  
Development Officer  
Webmaster

Directors  
System Engineers  
Financial Officers  
Business Officers  
Project Coordinators  
Systems Administrators