

Judith Milburn Haywood Staff Award

Donor Intent:

- Provide two \$500 Staff Awards annually
- One to the Gatton College of Business and Economics Professional (Exempt - Monthly) Employee of the Year
- One to the Gatton College of Business and Economics Classified (Non-Exempt - Bi-Weekly) Employee of the Year
- Recipients should be full time, regular staff employees with at least one year of service in the Gatton College of Business and Economics
- Nominations should be solicited from Gatton College staff and faculty in February for awards covering the previous calendar year's performance.
- Nominations should provide information on specific examples of nominated employee's (a) dedication and positive attitude, (b) interactions with others, (c) competency and skills, (d) job performance in regular duties, and (e) service outside regular job duties.
- Awards should be made to Recipients by the end of March.

Nomination Process

Nominators

- Any employee of the College may submit a nomination
- There is no limit to the number of nominations an individual may submit

Nominations can be made using the Staff Award Nomination Form

- Online Form
- A letter may be attached to the Online Form. This letter must address all criteria outlined in the Donor's intent
- A formal request for nominations will be made by the Selection Committee
- All nominations forms will be directed to the Selection Committee Chair
- Nominators will be notified that their forms have been received and nominees will be contacted after their eligibility has been verified to confirm their candidacy.
- In order to promote the award more effectively, calls for nominations will be sent out via email regularly until the nomination deadline.

Selection Committee

- The Selection Committee will comprise of the Dean, Executive Associate Dean, Staff Council President and the previous year's winners of the award.
- In the event a Committee member is nominated for the award and/or chooses to nominate someone else, he/she will be removed from the Committee