

**Cheyney University of Pennsylvania  
Staff Spotlight Award Nomination Form**

**Date:** \_\_\_\_\_

To nominate an individual for the Staff Spotlight Award, please provide the following information concerning the nominee.

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Nominator (s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Cheyney University is committed to the continuous improvement in the quality of the Cheyney University experience. Moreover, senior leadership at the University want to encourage service excellence by recognizing the extraordinary professional contributions and quality service of our University staff (non-exempt and exempt) and their integral role in advancing Cheyney University's mission and fulfilling its legacy of preparing extraordinary leaders. The awards are offered in recognition of those who serve our constituents in an exemplary manner and as an incentive for others who aspire to such service.

Please provide information on the nominee in each of the following categories:

- Demonstrates a consistent ability to make a significant, positive impact within their department, fostering the mission of the University; an exemplary colleague and universally recognized resource and co-worker who provides the highest quality of service to the campus community.
- Demonstrates an ability to consistently make a significant positive impact beyond the Cheyney University, and within the person's larger community.

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- **Demonstrates a consistent commitment in providing expert service to our students; demonstrated initiative and creativity, exceptional individual or team contributions, and continuous improvement in student service.**
- **Proven ability to make a unique departmental contribution by embracing the Cheyney University spirit and has demonstrated examples of high-quality of service, track record of building interdepartmental relationships that lead to continuous improvement.**

**\*Nominations are kept on file for one year only and considered for the Staff Spotlight Award for the entire year in which they are nominated.**