



TEXAS A&M UNIVERSITY

School of Education &  
Human Development

## Guidelines for the Dean's Development Council Award:

### Outstanding Staff

The following guidelines will be adhered to in determining the recipient of this award:

1. A call for nominations will be distributed at least three months prior to the presentation of the award. One award will be presented annually at the **Fall Kick-Off Luncheon** held on **August 15, 2023**, in the **TAMU MSC Bethancourt Ballroom**.
2. The recipient must be a full-time/budgeted staff member of the School of Education and Human Development (SEHD) for a period of at least two continuous years prior to the nomination deadline. If you have any questions regarding a specific nominee's eligibility, please contact Wendy Kreider at [wkreider@tamu.edu](mailto:wkreider@tamu.edu) or 979-845-6411.
3. The recipient must demonstrate outstanding accomplishments, beyond what their job description requires, that clearly warrant recognition such as:
  - a. Exceptional work performance
  - b. Noteworthy communication skills
  - c. Positive and confident manner
  - d. Cheerful and cooperative attitude
  - e. Dedication
  - f. Meets challenges
4. Nominations can be submitted by faculty, staff or students in the SEHD. Nomination packets may **not** exceed **ten pages** and should include a nomination form, a resume, a nomination letter, and at least one support letter (letters may **not exceed** two pages). Letters should cite specific examples of accomplishments. Only complete nomination packets will be forwarded to the selection committee for consideration.
5. Nomination letters should be addressed to the *Dean's Development Council Awards Selection Committee*.
6. The recipient will receive a \$1000 award that will be direct deposited into their payroll account as well as a certificate for the **DDC Outstanding Staff Award** given at the *Fall Kick-Off Luncheon*.
7. Recipients of this award are eligible for nomination again after five (5) years.
8. The recipient must be employed within the college at the time the award is presented; otherwise, the award will be presented to the first runner-up.
9. Nomination packets are to be sent to **Wendy Kreider, 802F Harrington Tower/Mail Stop 4222** or via email at [wkreider@tamu.edu](mailto:wkreider@tamu.edu) by **June 1, 2023**.