Award for Service (Staff)
The Mansfield Outstanding Staff Award will be presented to one staff member of The Ohio State University at Mansfield campus for the exceptional accomplishments, leadership, and service to the Mansfield campus. The award recipient will receive a $1,000 monetary award and a commemorative plaque honoring his/her service to the campus. The award recipient will be honored at the Faculty/Staff dinner in June.

Eligibility
Part-time and full-time staff currently employed on the Mansfield campus with a minimum of five years of continuous service at Ohio State in a regular non-faculty position may be nominated. MSAC members as of January 1, 2008 are not eligible for nomination. Previous award winners are not eligible until five subsequent Mansfield Outstanding Staff Awards have been made.

Criteria
Award recipients will be selected on the merits and strengths of the following contributions:

1. Enhancing the quality of work-life in ways that make a significant difference for colleagues or customers.
2. Providing outstanding and ongoing excellence in services to faculty, staff, students, and/or other customers.
3. Developing creative solutions to problems that result in significantly efficient department or university operations.

Process
Nominations must include:

1. A completed nomination form.
2. A nominating statement citing specific accomplishments and services of the nominee (double spaced/three pages maximum).
3. Letters of support* (no more than 3 letters).
4. In addition to all of the original documents, submit 10 copies of all information that has been collated, stapled, and three-hole punched.

The nominating statement and letters of support should include specific examples of the contributions the nominee has made.

• Letters of support should represent the diverse group of colleagues/customers (faculty, staff, students, or other individuals) who have personal knowledge of and who have benefited from the nominee’s services.

To obtain nominating materials, please contact the Office of Human Resources at 419-755-4047.

This document is kept current by the Mansfield Staff Advisory Committee.
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