



COLLEGE OF AGRICULTURE

Outstanding Technical Support Award

This award is designed to recognize a technical support staff member who continually demonstrates their commitment to the College of Agriculture by performing services beyond the requirements of their job responsibilities.

Eligibility

Any full-time, permanent College of Agriculture staff member who has been employed for at least two years. This includes Research Assistants, Research Associates, Lab Technicians, Teaching Assistants, Program Assistants, Lab Coordinators and Chemical Room Managers. Staff members who have won the award within the past three years are not eligible.

Nominations

Individuals may be nominated by any Tennessee State University employee. Self-nominations are also allowed. The winner will receive a monetary award of \$500.00.

Award Criteria

- A. ***Outstanding achievement on the job actions that constitute performance beyond expected standards, such as:***
 - a. Producing high quality and high quantity technical work over an extended period of time
 - b. Giving extra effort to complete or assist with an assignment or handle a heavier workload
 - c. Volunteering for and working on special projects
 - d. Serving on a committee and contributing to its success

- B. ***Exceptional contributions towards the effectiveness and efficiency of operations actions that contribute to the maximum utilization of departmental resources, such as:***
 - a. Integrating information or equipment for more effective/efficient use
 - b. Developing new work methods that reduce waste or stretch resources
 - c. Eliminating unnecessary actions or steps for delivering service
 - d. Making creative suggestions that save time and money
 - e. Planning, scheduling of meetings, organizing and maintaining of files

- C. ***Outstanding service to other employees or visitor actions that are especially helpful or make a good impression on others, such as:***
 - a. Doing things for others that are beyond job requirements
 - b. Performing in an exceptionally courteous and cooperative manner

Deadline

All nominations and supporting materials must be submitted to Nick Gawel (ngawel@tnstate.edu) by Friday, March 10, 2023.



COLLEGE OF AGRICULTURE
Outstanding Technical Support Award
Nomination Form

Nominee's name: _____

Date: _____

Title: _____

Phone: _____

Reason for Recommendation (or attach letter)

Nominated by: _____

Phone: _____

Title: _____

Email: _____

Nomination Requirements Checklist:

- ✓ Nomination form
- ✓ Three letters of support (one must be from the nominee's immediate supervisor)
- ✓ Must be submitted to Samuel Nahashon (ngawel@tnstate.edu) by Friday, March 10, 2023.