

GRAND VALLEY STATE UNIVERSITY

**College of Community and Public Service Dean's Professional Support Staff Commendation**

Nomination Form  
(This form is due by April 1st)

The undersigned nominator or nominating unit nominates \_\_\_\_\_ (Name and Unit/Department)

for the College of Community and Public Service (CCPS) Dean's Professional Support Staff Commendation.

Individual nominator or Unit/Department Head:

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

The CCPS Dean's PSS commendation is for an outstanding contribution by a CCPS PSS. This commendation is based on the following criteria:

- Making valuable contributions to the unit, college, and university;
- Embodying the professional values of the University and CCPS's mission;
- Outstanding performance in the execution of her or his duties.

The nomination must be supported by the signatures of two individuals. These signatures may be from within or outside the nominee's unit/department.

<b>Print Name</b>	<b>Signature</b>	<b>Unit/Department/Division</b>
_____	_____	_____
_____	_____	_____

It is the responsibility of the unit head and the nominator to work with the nominee to assemble the following materials in support of the nomination and to submit it to the College Advisory Committee by April 1st:

- a. This nomination form
- b. A statement from the nominator or nominating unit/department director/chair, one to two pages in length, which describes how the nominee meets the above criteria
- c. Two letters of support from individuals other than the nominator
- d. Other relevant documentation demonstrating how the nominee meets the above criteria