

SEEKING NOMINATIONS FOR THE *CHANCELLOR'S AWARD FOR EXCELLENCE IN CLASSIFIED SERVICE*

We are currently seeking nominations for the Chancellor's Award for Excellence in Classified Service for the 2024-2025 academic year. The award was created to recognize classified employees, in a manner similar to faculty and professional employees, for excellence and superior service to our students and the community at large. Employees selected for this award will receive a personal certificate of recognition and a Chancellor's Excellence Medallion.

Classified Service employees include:

- Office and Administrative Assistants
- Library Clerks
- University Police and Security Officers
- Cleaners and Janitors
- Maintenance, Janitor, and Grounds Supervisors
- Maintenance, Plant Utilities, and Facility Operations Assistants
- Trades Specialists and Service & Repair Mechanics
- PEF Employees

All nominations will be evaluated based on the following criteria:

1. The nominee must have completed at least three (3) years of continuous, full-time permanent service in the Classified Service position for which they are nominated. Prior recipients of a Chancellor Award for Excellence in Classified Service are ineligible for consideration. Nominees must be in full-time status at the time of the award.
2. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill, and commitment to excellence in fulfilling the job description for the position held.
3. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, and other members of the campus community.

Nominations and letters of support may be submitted by supervisors, co-workers, students, or other campus colleagues.

Nomination forms must be submitted by Thursday, February 13, 2025.
Please reach out to Katie Brown with any questions: brownka@farmingdale.edu.