**Above and Beyond Award for Staff (Nominated by any MT Tech Employee)**

The Above and Beyond Award to recognize an individual staff member who consistently goes above and beyond to serve individuals and the campus community, making exceptional efforts toward achieving the mission of Montana Tech.

In addition to exceeding expectations in performing the duties of their position, this awardee:

* Must be a classified or contract professional (this is someone who does not teach)
* Must have worked at Montana Tech for at least 6 months
* Consistently demonstrates the highest level of commitment, service, and/or significant contribution to the program, the campus community, and the students
* Excels in customer service/personal interaction
* Provides leadership, and/or promotes professional growth at Montana Tech
* Demonstrates a commitment to Montana Tech's mission and core values (<https://www.mtech.edu/about/strategic-plan/>)

**Process for Nomination and Selection:**

* Nominations may be made by any Montana Tech employee
* Complete the fillable form, giving specific examples of how the staff member has met or exceeded the criteria, and keeping within the allotted word allowance
* Submit the nomination no later than **10 p.m., March 18, 2024**
* The form may also be printed and intercampus mailed to box #28 (Staff Senate). Printed nominations must be received by the campus mail room no later than **3 p.m., Monday, March 18, 2024**
* The nominations will be reviewed by the Staff Senate Award Selection Committee and their recommendations will be forwarded to the Chancellor
* The winner of the 2024 Above and Beyond Award will be announced by the Chancellor at the Awards Celebration on April 18, 2024.

**Nomination - Above and Beyond Award for Staff:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nomination is being made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Written Portion**: *Please limit your use of this person’s name and pronouns in your answers below: Nominations are blinded before being given to the Selection Committee.*

1. **Please provide detailed background information on why you feel this person deserves to be nominated for the Above and Beyond Award.** Elaborate on how this person embodies Montana Tech’s vision of a determined doer and problem solver and how they demonstrate a commitment to Montana Tech’s mission and core values while exhibiting pride about the work they do for the students/campus**.  (300 words)**
2. **Describe how this person is a positive resource to you and others on campus and the reasons that people look forward to interacting with this person.  (300 words)**