



## 2024 CSUN Jolene Koester Team Award Nomination Form

The CSUN Jolene Koester Team Award is bestowed to a team of staff members and/or administrators who collaborated on a project, process, or other initiative that was completed and/or implemented, and that brings about significant positive change that improves performance or productivity and/or reduces costs or enhances the image of the University.

### Criteria:

Nominations must provide specific examples of how the nominated team and their project achieved the following:

1. Advances the University's mission.
2. Consisted of clear goals and created distinctive results/solutions that improve performance or productivity, and/or reduce costs, or enhance the image of the University.
3. Created a team environment of successful collaborative relationships that promoted communication, trust, and respect for differences.

### Eligibility:

Teams must consist of a minimum of three individuals. Membership can constitute a work group or departmental unit, or be cross-

departmental or cross-divisional.

### **Award:**

The successful team will be awarded up to \$1,000 with discretion on its use. This award is intended for the benefit of the team (e.g., new equipment, travel to professional conferences, purchase of software, or other materials that will assist the team). Alternatively, at the discretion of the team, they will be recognized at a special reception in their honor hosted by the President and attended by Vice Presidents and departmental representatives. They will be honored at the Annual Staff Service and Recognition of Excellence event.

### **Tips for writing your nomination:**

Considering the criteria and values noted above, provide specific examples, feedback, quotes, or other evidence to tell us why this team deserves to be recognized for the Jolene Koester Team Award.

- Describe how the university, students, faculty, staff, etc. have been impacted or have benefited from the team's work.
- Demonstrate how the team's work or behavior aligns with the University's [mission, values, and vision](#)

The quantity of nominations is not taken into consideration. It is the quality of your written nomination, which must include specific examples, that is key in the selection committee's review of nominations.

Be prepared to complete your submission in one sitting as the form will not auto-save your progress. It is recommended that you type out your nomination responses in a separate word document prior to entering your responses in this survey.

**Nomination:**

Nominations must be complete and received by 5:00 p.m. Friday, June 21, 2024.

Team Project Name

Team Leader's Full Name, Position and Department

Team Co-Leader's Full Name, Position and Department (If Applicable)

Team Co-Leader's Full Name, Position and Department (If Applicable)

### Total Number of Team Members, Including Leader(s)

### First and Last Name, Email and Department of Each Staff Team Member

### First and Last Name, Email and Department of Each Student Team Member

### Nominator Information

Nominator's Full Name (You)

Nominator's Department

Nominator's Title

Nominator's Campus Phone

Nominator's E-Mail

Team Leader Supervisor Information (To be completed if different than Nominator)

Team Leader's Supervisor/Manager

Team Leader's Supervisor/Manager's E-Mail

Team Leader's Supervisor/Manager's CSUN Phone

1. Describe the project of the team and how it advances the mission of the University.

2. Describe and provide examples of the goals of the project, actions taken, solutions created, and how it has or will improve performance, productivity and/or reduce costs, or enhance the image of the University.

3. Provide examples of how the team successfully collaborated, fostered relationships, and promoted communication, trust, and respect for differences.

#### 4. When was the project completed or placed into action?

