



2024 CSUN Leadership Award Nomination Form

The CSUN Leadership Award is granted annually to an administrator who sustains a consistent and outstanding demonstration of CSUN's Leadership Principles. In addition, the administrator should exhibit a commitment to connect their work with the campus's strategic directions and priorities.

Criteria:

Nominations must provide specific examples of how the nominee has achieved the following:

1. **Mission Aligned** - Demonstrates a personal commitment to, and develops and implements strategies that are aligned with student success and CSUN's mission, values and priorities.
2. **Ethical and Collegial** - Honors commitments to others and models and maintains high ethical standards and integrity.
3. **Collaborative** - Fosters teamwork and cultivates an active network of relationships inside and outside of the functional area through inclusion, support, cooperation and productivity.
4. **Accountable** - Holds self and team accountable for achieving promised results.
5. **Courageous and Resilient** - Demonstrates the courage to speak up and do the right thing despite discomfort. Pursues work with

energy, drive, and passion.

6. **Inclusive** - Promotes the engagement, development and equitable treatment of all people.
7. **Service Oriented** - Recognizes that CSUN is a publicly supported institution and keeps the public good in mind, creating a trusting, supportive and caring environment.
8. **Communicative** - Communicates effectively with all audiences. Actively listens to others and incorporates new knowledge or perspectives into thinking.
9. **Talent Builder** - Attracts, retains and develops high caliber employees with a wide range of diversity and capability.
10. **Catalytic** - Develops and encourages creative approaches, creating an environment that fosters currency and innovation.

Eligibility:

Recipients will be a regular full- or part-time Administrator of the University with a minimum of two years of service.

Award:

The CSUN Leadership award recipient will receive a \$200 award and a commemorative gift. 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* the individual deserves to be recognized for the CSUN Leadership Award.

- Describe how the university, students, faculty, staff, etc. have been impacted or have benefited from the individual's work.

- Demonstrate how the individual'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.

If you are not the nominee's direct supervisor, please consider sharing with the nominee's supervisor, that you have submitted a nomination.

Nomination:

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

Nominee Information

Nominee's First Name

Nominee's Last Name

Nominee's Department

Nominee's Title/Position

Nominee's CSUN E-mail

Nominee's Campus Phone

Nominator Information

Nominator's Full Name (You)

Nominator's Department

Nominator's Title

Relationship to Nominee (Colleague, Supervisor, etc.)

Nominator's E-Mail

Nominator's Campus Phone

Supervisor Information (To be completed if different than Nominator)

Nominee's Supervisor/Manager (First and Last Name)

Nominee's Supervisor/Manager's E-Mail

Nominee's Supervisor/Manager's Title

Nominee's Supervisor/Manager's Campus Phone

Provide specific examples of how the nominee exemplifies the CSUN Leadership Principles of Mission Aligned; Ethical & Collegial; Collaborative; Accountable; Courageous & Resilient; Inclusive; Service-Oriented; Communicative; Talent Builder; and, Catalytic.

