**COLLEGE OF LIBERAL ARTS & SCIENCES**

**STAFF RECOGNITION COMMITTEE**

The College of Liberal Arts & Sciences is committed to recognizing, acknowledging and honoring the contributions of our staff to the College and the University as a whole. In order to achieve this goal, the College has established and committee support to the CLAS Staff Recognition Committee which is comprised of CLAS staff selected to serve three year terms. Nominees for membership are submitted to the committee for review and selection. Listed below are activities which the committee has implemented on an on-going basis:

* Staff Recognition Reception held annually to acknowledge award recipients (both University and Collegiate) and to thank all staff for their contributions.
* Years of Service Award presented to staff who have worked in CLAS 10, 20, 30 or 40 years. (This is not necessarily the University anniversary date.)
* Mary Louise Kelley Staff Excellence Award which is presented to staff who have provided excellence at the department or collegiate level. All Merit and P&S staff working 50% or greater are eligible for nomination.
* Mary Louise Kelley Professional Development Award which is presented to staff for related educational activity. All Merit and P&S staff working 50% or greater are eligible for nomination.
* Electronic Thank You Program which provides an individualized thank you card sent to any CLAS staff member and endorsed by the Staff Recognition Committee and the Dean.
* STAR Volunteer Program which provides an individualized card which acknowledges staff who provide outreach via a volunteer activity on non-work time.
* CLAS Leadership Award which is presented annually to recognize a member(s) of the college who exhibited exceptional leadership qualities and positively impacted individuals, departments of the College.

Revised – April, 2006

Revised – January, 2012

Revised – October, 2017