

## **Lafayette College Distinguished Service Award**

The Lafayette College Distinguished Service Award (LCDSA) was established to recognize sustained distinguished performance and contributions made by a member of the support or administrative staff. LCDSA gives faculty, administrators, and staff the opportunity to thank members of the Lafayette community who supported the College's mission and contributed in significant ways to supporting and improving the Lafayette community.

Nominations must be submitted to the Recognition Committee which is chaired by the Director of Human Resources/Employment by March 31, 2020. The Recognition Committee reviews the nominations and selects the most qualified individual(s) to receive the award. If there is more than one nomination that merits recognition, the Recognition Committee can select more than one recipient to recommend to the President. The Recognition Committee will forward nominations and recommendations for awards to the President.

The winners will have demonstrated their ability and willingness to provide sustained, (more than five years of service to the College) distinguished, quality service within the framework of their jobs. These special awards reflect the appreciation that members of the Lafayette community have for their colleagues. Selection of the recipients will be based upon exemplary job performance and accomplishments including any or all of the following:

1. Quality work performance which may include innovative and creative thinking and action, ability to make sound decisions, willingness to share information, service to the College outside of direct responsibilities, and/or service to the community;
2. Candidate is highly respected and admired;
3. Constantly strives to excel in their specialty and brings added value to the College;
4. Serves as a positive advocate of Lafayette's programs, people, and mission;
5. Possesses a positive attitude which exudes enthusiasm, integrity, adaptability, and a willingness to perform the assigned work;
6. Relationship building within and/or outside of the immediate division;
7. Inspires others within the organization to work productively and collaboratively;
8. Builds positive and mutually supportive relationships across departments in order to accomplish goals that might not be possible otherwise;
9. Shares expertise and success with team members;

**Lafayette College Distinguished Service Award**  
**Nomination Form (2020)**

Nominator:

Nominator's Office Telephone Number:

Nominator's E-mail Address:

Nominee:

Title of Nominee:

Division:

Office Address:

Office Telephone Number:

E-mail Address:

1. Describe how the nominee has contributed significantly to supporting and sustaining their department or office, other departments or offices.

**Comment:**

2. Describe how the nominee has contributed significantly to supporting and sustaining the College as a whole.

**Comment:**

3. Describe the nominee's working relationship with faculty, students, and/or staff.

**Comment:**

4. Describe how Lafayette is a better place because the nominee is here.

**Comment:**

On a separate sheet, you may provide a brief summary of the nominee's qualifications for the award. Add any other information you feel is pertinent to your nomination. Please provide specific examples and accomplishments that accurately highlight positive actions demonstrated by the nominee.

Please check this box if you do not wish to be identified to the recipient.