



Ernest and Leslie Zomalt Outstanding Service Award

[MPP/ADMINISTRATOR RECOGNITION]

2023-24 Guidelines and Call for Nominations

PURPOSE OF THE AWARD

This award is presented annually to a staff member or MPP/administrator selected for their contribution toward the achievement of the university's mission and demonstrated service to the campus community. The recipient of this award may be selected based on a career of achievement or for extraordinary service for a single event. The award alternates each year between staff and MPP/administrators. ***This year the award will go to a deserving MPP/Administrator.***

ELIGIBILITY

- Applicants/ nominees must have at least one year of service at CSUSM.
- All university staff members (state, non-state, and auxiliary) are eligible to apply for this award.
- Student assistants and faculty are not eligible for this award. Staff (non-MPP) will be eligible for this award in AY 2024-2025.

TIMELINE

SEP 05	OCT 09	OCT 27	NOV 20	DEC 08	JAN 18, 2024
• Call for nominations	• Deadline for nominations	• Deadline for dossier submissions	• Selection Committee recommendation due to the President	• Award announcement	• CSUSM Awards & Service Celebration

APPLICATION/NOMINATION AND REVIEW PROCESS

1. The nomination form is available at <http://www.csusm.edu/president/awards/zomalt/guidelines.html>.
2. HREO will review all applicants for eligibility – years of service, performance evaluations, etc.
3. The President's Administrative Team will serve as the screening committee for eligible applications.
4. The President's Administrative Team will recommend finalists to the President, who will ultimately make the final decision.

SELECTION CRITERIA

1. The candidate's contributions toward the achievement of the university's mission and demonstrated service to the campus community. This can be either a career of achievement or extraordinary service for a single event.
2. The candidate's efforts to achieve cross-functional teamwork during their career or the achievement of cross-functional teamwork during the extraordinary event.
3. The candidate's demonstrated commitment to continuous improvement in quality customer service.

PRESENTATION OF THE AWARD

An announcement to the campus community will be sent after the President has selected the recipient of the award. The honoree will be recognized at the Faculty and Staff Awards Ceremony and will receive a \$2,000 privately funded award, a plaque, and their name engraved on the perpetual plaque.

SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Office of the President; by email at presidentialawards@csusm.edu.