

Faculty of Humanities and Social Sciences

Professional Staff Awards Scheme

The Executive Dean is pleased to call for nominations for the Professional Staff awards for 2009. There are two awards to be made by the Faculty to recognise significant achievements by Professional Staff in the Faculty.

There are two categories for award each year:

1. The **Initiative and Innovation Award** is in recognition of a staff member who has developed an innovative process to an aspect of School or Faculty administration resulting in demonstrated efficiencies in administrative processes and/or an improvement in productivity in an area of administration
2. The **Customer Service Award** is in recognition of a staff member who has provided consistent high quality service to staff and/or students resulting in the needs of staff and/or students being met in a professional manner.

Nominations will be called for in October each year. Staff or students can nominate a candidate for the above awards. Each nomination should be seconded by a member of staff in the Faculty. In addition, supporting evidence needs to be provided in the form of a statement by the nominator on the nomination form or attached to the form.

Assessment of applications will be made by a small committee convened by the Executive Dean.

The award shall consist of a parchment and prize vouchers to be presented to award winners by the Executive Dean at the end of year Faculty celebration in December.

If no nominations are received in a given year or if the nominations received are not deemed to be of sufficient standard by the committee, then no awards shall be made

Professor Nick Harvey

Executive Dean