



# RUSH UNIVERSITY

## Staff Council: Recognition Committee

### Staff Spotlight General Guidelines

**Description:**

The Staff Spotlight acknowledges and celebrates the outstanding contributions staff make to the successful operation of the University. This is an opportunity to recognize the dedication and exemplary performance of individuals or teams for going above and beyond the everyday scope of their responsibilities.

**Eligibility:**

Any University staff member employed either full-time or part-time, by Rush University is eligible to be recognized in the Staff Spotlight. In the review process, the committee will showcase the diversity of staff within the University while maintaining equitability across all divisions based on nominations received.

**Criteria:**

The Staff Spotlight is intended to acknowledge the contributions of individuals and/or teams who have particularly excelled in the execution of a job duty, fostered collaboration among University staff, promoted positivity in their work environment, and/or went above and beyond the everyday scope of their responsibilities.

**Nomination Guidelines:**

- Each nomination period, a maximum of two staff members and/or teams will be recognized for Staff Spotlight.
- Nominators complete an [online form](#) which requests the following:
  - Pertinent information on the nominee.
  - Short essay giving examples of one-time or overall excellent performance and service to the University. Nominations should emphasize going above and beyond standard work expectations or accomplishing goals that exceed work requirements. As such, we will be looking to highlight staff members who display a commitment to excellence, drive change, showcase professionalism, promote inclusivity, and/or demonstrate leadership qualities.
- Suggested word limit for nominations: minimum 250 words - maximum 750 words.
- When submitting a nomination, please be as specific as you can on why you chose to submit your colleague(s) for recognition.

**Recognition:**

The employee will receive the following recognition:

- Certificate
- Highlighted on the USC Employee Spotlight web page.
- Highlighted on campus electronic bulletin boards.





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