



LAMAR STATE COLLEGE – PORT ARTHUR RECOGNITION OF STAFF EXCELLENCE CRITERIA

The purpose is to recognize staff employees who are doing outstanding work. Evaluation is based upon individual job performance and service to the college.

The Recognition of Staff Excellence-College level is \$500. Only full time staff members who have been employed by LSCPA for five or more years (as of April 1st) are eligible for this recognition.

The Recognition of Student Employee Excellence Award is \$100. The student nominees must be currently enrolled at LSCPA, currently employed on campus as a student assistant, and employed on campus one full semester prior to Spring Semester.

Please go to the **LSCPA website** to the Human Resources page to complete the nomination forms.

ALL NOMINEES MUST:

1. be nominated by another full-time staff or faculty member
2. teaching no more than nine hours if part-time faculty
3. not a recipient of either recognition in the previous year (a recipient of either award may be eligible for after a lapse of one year)
4. not presently serving on the Staff Advisory Committee
5. not be a Department Chair, Dean or higher.