

September 11, 2009

Dear Faculty and Staff:

Tulane University – Staff Excellence Awards

As you may be aware, each year, Tulane University recognizes the efforts and contributions of up to 10 outstanding employees across our University community. The Staff Excellence Awards program is part of the University’s strategic plan and has been highly successful in identifying staff who are making significant contributions to the University’s mission.

To recognize an individual’s work and outstanding commitment, the University rewards employees with a one-time cash prize of \$1,000 and a commemorative plaque. In addition, recipients will be invited to a congratulatory dinner at Two Audubon Place, hosted by President and Mrs. Cowen.

This is your opportunity to nominate somebody you would like to see recognized for their outstanding service and contribution to the University.

In order to make your nomination, please complete the attached form and return it by **5:00 p.m. on Monday, November 2, 2009** addressed “Private and Confidential” to: Anne Banos, Chief of Staff and VP, President’s Office, 218 Gibson Hall, Uptown Campus

Attached you will find a form explaining how to make your nomination. Please note, you should make your nomination based on the following criteria:

Eligibility The Staff Excellence Award is open to all Staff Employees who are employed 50% or more in a regular benefits eligible position and who have successfully completed their 6-month introductory period. This program excludes Vice Presidents and University Officers from participation.

**Contribution
Criteria**

Nominees will have contributed in one of the following ways:

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| <i>Increased Productivity</i> | The individual’s overall performance has increased the productivity of a division, department or work unit by attempting to exceed expectations and by performing at the very highest levels of quality. |
| <i>Cost Savings</i> | The individual’s overall performance has developed new and/or improved processes resulting in significant cost savings and improved efficiency and this includes the individual striving to evaluate outcomes in terms of quality, substance and impact. |
| <i>Enhanced Objectives</i> | The individual’s contribution has significantly enhanced the University objectives or operational efficiency. This includes continually looking for new and creative ways to resolve issues and challenges. |
| <i>Humanitarian</i> | The individual’s performance regularly and consistently exceeds expectations and reflects a high level of service, loyalty and trustworthiness. The individual communicates openly and demonstrates a high regard for respect and dignity towards others. |

Nomination forms will be treated in the strictest confidence and recipients of the Staff Excellence Award will be selected by a committee of peers who represent a cross section of the University community.

Please contact Travis Tague, Director of Customer Relations in Workforce Management at (504) 247-1706 if you have any questions about this Program.

Sincerely,

Jean M. Holtman
Associate Vice President

Attachment