



Environmental & Radiological Health Sciences



SPOT Award Nomination Form

**Fields outlined in red are required*

Date of nomination:	
Individual or group submitting nomination:	
Name of person being nominated:*	
<p>Describe why this person is being nominated:</p> <ul style="list-style-type: none"> • How has this person gone above and beyond their normal job duties? • How does the action of the nominee contribute to the values and mission of the College (<i>see page 3</i>)? <p>Core Values Team Accountability Collaboration Transparency</p>	
Advisory Committee recommendation:	
Department Approval:	

Nominations are to be kept confidential until request has been approved

Please DO NOT inform the nominee they have been nominated

CVMBS SPOT Award Program Guidelines

Definitions and Context:

A SPOT award is defined by the act of an individual or group identifying, at any given moment, another employee contributing significantly to the greater good or mission of the College, Department, or University. This can be through actions that are simple and special or grand and complex. ***It is also for actions that are beyond what is normally encompassed in the employee's job duties or responsibilities.*** The SPOT award is designed to immediately (within a short time-frame and with department approval) recognize those individuals whose actions contribute significantly to the greater good or mission of the College.

Examples of qualifying actions:

- An action or event beyond the normal requirements of the job that could easily go unnoticed but was impactful to another person, group, or the Department.
- Completing a project or task in an exemplary fashion that role modeled the College values to others.
- Role modeling the College values through an action or deed that resulted in a noteworthy accomplishment or contribution to the Department or College.

Procedure:

- Anyone can submit a nomination in recognition of another employee. Nominations should be submitted electronically to Cris Sexton – c.sexton@colostate.edu who will disseminate to the ERHS Employee Award Advisory Committee.

- Save the blank form to your desktop or desired file location
- Complete the form and **Save with file name:** ERHS SPOT award nomination-**first name last name of nominee**.pdf (you will insert the nominee's name as part of the file name. for example: ERHS SPOT award nomination jane smith.pdf)
- Attach completed nomination form to your email to Cris Sexton

- The Advisory Committee will review the nomination in a timely manner to ensure it meets the program objectives.
- Once a nomination has been approved, the nominator will be notified to coordinate the communication to the nominee and facilitate the awarding of the gift card.

COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES

Our college embraces and demonstrates shared values as we act strategically to fulfill our mission



OUR TAG LINE

Helping animals, people, and the planet

OUR MISSION

We improve the health of animals, people, and the planet through innovative and dedicated teaching, research, outreach, and clinical service. Through our actions, we empower the next generation of leaders to change the world.

OUR VALUES

We act with integrity and are trusting and respectful of one another. We create an atmosphere that makes our college the academic community of choice.



Transparency

Lack of hidden agendas and conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision-making.

Accountability

A willingness or obligation to accept responsibility, to account for actions and activities, and to disclose the results.

Collaboration

People or units working together to achieve a common aim.

Team

A small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable. (Katzenbach and Smith: *The Wisdom of Teams*, 1994)



Source: Merriam-Webster Dictionary



Colorado State University

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