



# SOUTH EASTERN KENYA UNIVERSITY (SEKU)

## STAFF EXCELLENCE AWARD FORM

### CATEGORY – LONG SERVICE AWARD

# STAFF EXCELLENCE AWARD

## Selection Criteria

### Categories of Awards

The Staff Excellence Award is to recognize exemplary performance by individuals identified by their supervisors and peers as having consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of South Eastern Kenya University. The categories are as follows;

1. **Customer focused service delivery award**
  - a) Individual award
  - b) Departmental award
2. **Innovation and Productivity Award**
  - a) Researcher of the year
  - b) Publications category
  - c) Grants Category
3. **Outreach Champion award**
4. **Long Service award**

### The Nomination Process:

Any current member of the staff can submit nominations. Self-nominations will be accepted and all nominations will be confidential. Nominations will be forwarded to the Award Standing Committee, made up of representatives from the administrative and academic staff.

### Required Documentation:

- Nomination materials should consist of a nomination form and letters of support that address the criteria listed and justification of areas of excellence.
- Any essential documents that provide evidence of the nominee's excellence.

### Eligibility:

This award shall apply to all staff levels within the University including both those on permanent and those on contract terms.

### Award Standing Committee:

The Award Standing Committee consists of a diverse group of full-time staff employees who have been employed at the University. The Vice Chancellor will select a representative from their area to serve on this committee along with two representatives from the Staff Senate.

The Award Standing Committee will evaluate and rank the nominees. Their recommendations will be forwarded to the University Management.



**LONG SERVICE AWARD**

Name of candidate: \_\_\_\_\_.

All required documentation included (circle one): Yes No

Total Points:\_\_\_\_\_.

Ranking:\_\_\_\_\_.

- Rating Scale: 4 = Evidence of exceptional performance and quality are clearly indicated  
3 = Evidence of strong performance and quality are clearly indicated  
2 = Evidence of reasonable performance and quality are clearly indicated  
1 = Evidence of minimal performance and quality are clearly indicated  
0 = No evidence of performance and quality are clearly indicated

Rating	Performance Indicators
	Have served the University continually for above 10 years.
	Not have received a warning letter nor have had any disciplinary case against him/her.
	Have consistently met their annual targets as evidenced in the performance Appraisal and development form.
	Other criteria:

**FOR OFFICIAL USE BY THE AWARDS STANDING COMMITTEE**

**Recommendations from the Award Standing Committee:**

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Name: ..... Signature:..... Date: .....  
Chairperson, Awards Standing Committee