

Attention All Students, Faculty and Staff!

Do you know a Brandeis staff member who you would like to nominate for an award?

Is there a Brandeis staff member who stands out because they excel in the performance of their job responsibilities and go above and beyond by making a personal contribution to the well being and the vitality of the Brandeis community?

Did you know that each year Brandeis faculty, staff and students have an opportunity to recognize the contributions of staff by nominating them for either the Ennis or Zirkel award?

****About the Awards . . .***

Lou Ennis Staff Award

The Lou Ennis Award is named for the former Assistant Vice President for Employee Relations, who retired from Brandeis in 1995. This five hundred dollar award is presented annually to a member of the administrative staff.

Eligibility: Any full-time member of the staff who provide administrative services such as department and faculty administrators, coordinators and managers.

Selection Criteria: Individuals should be nominated who demonstrate loyalty and dedication to the University and to its mission. Their behavior is professional, helpful and friendly, and they are known to consistently treat all members of the community with dignity and respect. The nominee willingly goes above and beyond the requirements of the job and has a history of consistent contributions to the well being of the University.

Louis and Helen Zirkel Staff Award

The Louis and Helen Zirkel Award is presented annually to a member of the support staff. This five hundred dollar award has been made possible through the generosity of Professor Perry A. Zirkel, a member of the faculty at Lehigh University. Professor Zirkel, a friend of former Brandeis President Sam Thier, instituted this award in honor of his parents, Louis and Helen Zirkel.

Eligibility: Any full-time member of the staff who provides support services such as staff assistants, library staff, members of the Facilities Management staff such as custodians or grounds people, police officers and lab assistants.

Selection Criteria: Individuals should be nominated who have made a significant contribution to or have demonstrated consistent effort to improve the service and the operation of his/her department and of the University. The contributions of the nominee should exceed the requirements of the job and demonstrate efforts above and beyond the "call of duty".

★ ***Who can nominate staff for the awards?***

All Brandeis undergraduate and graduate students, faculty and staff.

★ ***How can I nominate a staff member for an award?***

Complete the nomination form, which can be found on-line at: www.brandeis.edu/humanresources/forms.html and return the information electronically to dgratto@brandeis.edu or download the nomination form and return by campus mail to Debra Gratto, Office of Human Resources/Employee Relations, Mailstop 118.

★ ***When are nominations due?***

Award nominations must be received in the Office of Human Resources by Wednesday, February 22, 2006.

★ ***Who selects the award winners?***

A committee of up to 15 from across the Brandeis campus meets to review the nominations and to reach consensus on the award winners.

★ ***How are the award winners honored?***

The Zirkel and Ennis award recipients each receive a check for \$500 at a celebratory luncheon hosted by President Reinharz. Each award has its own plaque, engraved with the winner's name and then displayed in the home department.

★ ***Are nominees notified that they have been nominated for an award?***

All nominated staff receive a letter from the Office of Human Resources and Employee Relations. A copy of the letter is also placed in their personnel file.

Ennis and Zirkel Awards Nomination Form

My nomination for the award is:

Name (please print) _____
Position _____
Department _____

Note: Please be specific in describing examples of loyalty, dedication, professionalism, helpfulness and friendliness. Give concrete examples of treating others with dignity and respect. List examples that demonstrate the willingness to go beyond the requirements of the job, as well as a history of consistent contributions. Use additional paper if necessary.

These are the reasons for my nomination: (please print)

Name (please print) _____

Are you: Faculty___ Staff___ Student___ (check one)

What is your e-mail address: _____

What is your phone number: _____

Application Deadline: February 22, 2006
Please submit nominations to: Debra Gratto
Office of Human Resources/Employee Relations, Mailstop 118
Or by e-mail to: dgratto@brandeis.edu

