2024 Staff Diversity, Equity, and Inclusion Excellence Award Nomination Form

# Instructions

Complete this form (including the Summary and Nominations Letter sections below) and assemble it into a single PDF that includes the nominee’s curriculum vitae. Email this document to the Office of Finance and Administration (Mazen Shehat, [mshehat@sebs.rutgers.edu](mailto:mshehat@sebs.rutgers.edu)), no later than Monday, October 3, 2024.

# Candidate Information

## Candidate’s Name:

First Last

## Candidate’s Professional Title:

## Candidate’s Department/Unit:

## Candidate’s Work Phone: Candidate’s Work Email:

# Nominator Information

## Nominator’s Name:

First Last

## Nominator’s Professional / Academic Title:

## Nominator’s Work Email:

# Criteria

This award is open to any staff member with more than one year of service within the School of Environmental and Biological Sciences and the New Jersey Agricultural Experiment Station who has demonstrated extraordinary professional contributions and consistent positive impact within their department and across the university.

Candidates must meet and demonstrate impact in more than one of the following:

* Identified by peers, faculty, staff, or the community as a diversity, equity, and inclusion champion, embodying Rutgers’ core values.
* Demonstrates success in innovative initiatives to enhance diversity and inclusion at Rutgers.
* Plays important leadership and/or stewardship role in programs and activities that promote the development of multicultural understanding and cross-cultural competence.
* Creates and supports an environment of equity, social justice, and inclusion for students and groups in the university and larger community.
* Demonstrates connection of diversity and inclusion activities to research and scholarly activities.
* Proactively increases knowledge and skills associated with supporting diversity, inclusion, and equity within pedagogy, disciplinary service, and professional development.
* Recruits, retains, and serves students, faculty, and staff from historically excluded groups.
* Increases the retention and graduation rates of students from historically excluded groups.
* Provides mentoring/advising for students from historically excluded groups.
* Develops and implements learning activities that prepare students for a diverse and global society.
* Develops activities or partnerships with minority-serving institutions, visiting scholars, and guest lecturers from historically excluded groups.

# Award Information

* This award may be given to one nominee or to none of the nominees.
* The award winner will receive a monetary award of $1000.
* The award winner will receive a commemorative certificate.
* The award winner will serve on the review committee for the following year's Staff Diversity Award.

# Summary

In space below, provide a summary statement (150 words or less) of how the nominee has met the criteria.

# Nomination Letter

Maximum of two pages. Please include in nomination letters concrete examples, activities, and programs, with specific information about the philosophy or strategy adopted for diversity, equity, and inclusion (More than two pages will not be accepted.).

## Nomination Letter continued

## Nomination Letter created by (name, title, and department or program)