



Office of the Vice President  
Human Resources, Diversity and Inclusion  
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## **Leadership Award**

The Leadership Award recognizes staff, faculty, and administrators who demonstrate exceptional leadership qualities.

### **Criteria**

Individuals or teams who consistently demonstrate the following examples of exceptional leadership:

- Motivates the people around them to accomplish more than they would have normally; inspiring a high level of commitment from others when taking on new initiatives.
- Creates a compelling vision for the future and helps others understand their role in achieving that vision.
- Actively shares responsibility, authority, information, and credit when working towards the achievement of a goal.
- Takes prompt and decisive action to resolve issues quickly, inclusively, and effectively.
- Communicates in a manner that is fair, straightforward, honest, and open.
- Sets a high standard of integrity by leading through example and maintains high personal standards.
- Aligns actions and decisions with the University's strategic goals, mission, and direction.

### **Eligibility**

All full-time and part-time faculty, staff, and administrators are eligible for this nomination.

### **Nomination Process**

Nominations may be made by staff, faculty, or administrators at any level. Nomination forms may be accessed electronically (PDF format) at <http://hr.fullerton.edu/universityawards> or they may be picked up in the Division of Human Resources, Diversity and Inclusion (CP 700).

**Nominations will be accepted until 5:00 p.m. on Tuesday, February 20, 2018.**

Winning nominations will be bound with a letter of congratulations and announced at the University Awards Ceremony on April 19, 2018.

### **Presentation**

The award will be presented by President Virjee at the University Awards Program. Each recipient will receive a monetary award and an engraved plaque.

**University Awards Program 2018  
California State University, Fullerton  
Leadership Award**

**Nomination Form**

**Nominee(s)/Team Member Name(s): (can list up to 10 names for a team)**

Name	Department	Extension

**Nominator**

Name	Department	Extension

**Here are the criteria that demonstrate the individual's or team's exemplary leadership.**

- Motivates and inspires the people around them to accomplish more than they would have normally; inspiring a high level of commitment from others when taking on new initiatives.
- Creates a compelling vision for the future and helps others understand their role in achieving said vision.
- Actively shares responsibility, authority, information, and credit when working towards the achievement of a goal.
- Takes prompt and decisive action to resolve issues quickly, inclusively, and effectively.
- Communicates in a manner that is fair, straightforward, honest, and open.
- Sets a high standard of integrity by leading through example and maintains high personal standards.
- Aligns actions and decisions with the University's strategic goals, mission, and direction.

Please attach a typed summary (no more than two pages, double spaced, and 12 point font) explaining how the individual has demonstrated the criteria above and why they should be considered for the Leadership Award.

**Helpful Tips:**

- Clearly state how the individual or team demonstrates a commitment to leadership excellence.
- Cite specific examples of individual or team actions, communications, decisions, and the like that are to be commended.
- Describe how the University has benefited from the individual's or team's leadership.
- Include specific examples, feedback, quotes, and other evidence.
- Cite examples of how the individual demonstrates behavior that aligns with the University's strategic goals.

Submit completed nomination form and typed summary to Human Resources, Diversity and Inclusion, CP 700 or at [hrawards@fullerton.edu](mailto:hrawards@fullerton.edu) by 5:00 p.m. on Tuesday, February 20, 2018.