



Office of the Vice President
Human Resources, Diversity and Inclusion
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University Teamwork and Collaboration Award

The University Teamwork and Collaboration Award recognizes teams who demonstrate cooperation, collaboration and open communication. Eligible teams should be comprised of staff and/or faculty members who have collaborated and worked together on a project or significant effort that advanced college/department/division goals and/or the University's strategic goals.

Criteria

Teams, or individual staff, faculty and administrators who exhibit the following:

- Works effectively as part of a team to successfully accomplish a task or goal in support of the University's strategic goals.
- Builds effective collaborative relationships across different groups of departments or units within the organization to define and solve problems or reach agreements on a course of action while considering multiple perspectives.
- Creates a team environment that promotes communication, trust, cooperation and respect for differences.
- Contributes to a group effort that has a significant impact on departmental/college/division/unit goals.
- Develops a partnership that seeks input and involvement of those affected by decisions.
- Accepts responsibility and accountability in helping to advance the University or unit goals.
- Places team goals above personal goals while achieving a distinctive result or product.

Eligibility

All full-time and part-time faculty and staff members are eligible for this nomination. Teams, in general, are a minimum of two, but fewer than 10 people. Team's membership may constitute a department or cross-unit.

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 Program 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
University Teamwork and Collaboration 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 team’s commitment to the principles of teamwork.

- Works effectively as part of a team to successfully accomplish a task or goal in support of the University’s strategic goals.
- Builds effective collaborative relationships across different groups of departments or units within the organization to define and solve problems or reach agreements on a course of action while considering multiple perspectives.
- Creates a team environment that promotes communication, trust, cooperation, and respect for differences.
- Contributes to a group effort that has a significant impact on departmental/college/division/unit goals.
- Develops a partnership that seeks input and involvement of those affected by decisions.
- Accepts responsibility and accountability in helping to advance the University or unit goals.
- Places team goals above personal goals while achieving a distinctive result or product.

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

Helpful Tips:

- Clearly state how the team demonstrates a commitment to the principles of teamwork.
- Cite specific examples of team collaboration efforts, work environment, partnerships with other departments or groups, and accomplishments that are to be commended in support of the University’s strategic goals.
- Describe how the University has benefited from the team’s work.
- Include specific examples, feedback, quotes, and other evidence.

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