



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Vice President for Human Resources, Diversity and Inclusion

P.O. Box 6806, Fullerton, CA 92834/6806 / T 657-278-2425

University Teamwork and Collaboration Award

The Teamwork Award recognizes staff, faculty or 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 advances college/departmental goals and/or the University's strategic goals.

Criteria

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

- Works effectively as part of a team to successfully accomplish a task or goal in support of the University strategic goal.
- Builds effective collaborative relationships across different groups of departments 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 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 departmental 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 are, in general, more than one, 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) or picked up in the office of Human Resources. Award recipients will be selected by the University Award Screening Committee appointed by the Vice President for Human Resources, Diversity and Inclusion.

Nominations will be accepted until February 28, 2014, by 5 p.m.

Winning nominations will be bound with a letter of congratulations and announced at the University Awards Ceremony on April 14, 2014.

Presentation

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

CALIFORNIA STATE UNIVERSITY, FULLERTON
UNIVERSITY AWARD PROGRAM
University Team and Collaboration Award

Nomination Form

Deadline to Submit: Friday, February 28, 2014

Please Type or Print

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

1. _____ Department: _____ Extension: _____
2. _____ Department: _____ Extension: _____
3. _____ Department: _____ Extension: _____
4. _____ Department: _____ Extension: _____
5. _____ Department: _____ Extension: _____

(Should you need more space, please attach an additional page.)

Nominator's Name: _____ Department: _____ Extension: _____

(Please attach supplemental for team)

Please check the specific behavior(s) that demonstrates the individual and team's commitment to the principles of teamwork.

- Works effectively as a part of team to successfully accomplish a task or goal in support of the of the University strategic goals.
- Builds effective collaborative relationships across different groups of departments 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 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 departmental goals.
- Places team goals above personal goals while achieving a distinctive result or product.

Please attach a typed summary (no more than 2 pages, double spaced and 12 point font) explaining how the individual or team has demonstrated the criteria checked above and why they should be considered for the University Team 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 strategic goals.
- ◆ Describe how the University has benefited from the team's work.
- ◆ Include specific examples, feedback, quotes and other evidence.
- ◆ Cite examples of the impact the behavior has had in advancing the goals of the strategic plan.
- ◆ Cite examples of how the individual or team demonstrates behavior that aligns with the University's strategic goals.

Completed nominations must be received by Friday, February 28, 2014, by 5 p.m. Please submit all supporting documentation with the completed nomination form.