



# SOUTH EASTERN KENYA UNIVERSITY (SEKU)

## STAFF EXCELLENCE AWARD FORM

### CATEGORY – LONG SERVICE AWARD

# STAFF EXCELLENCE AWARD

## Selection Criteria

### Categories of Awards

The Staff Excellence Award is to recognize exemplary performance by individuals identified by their supervisors and peers as having consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of South Eastern Kenya University. The categories are as follows;

1. **Customer focused service delivery award**
  - a) Individual award
  - b) Departmental award
2. **Innovation and Productivity Award**
  - a) Researcher of the year
  - b) Publications category
  - c) Grants Category
3. **Outreach Champion award**
4. **Long Service award**

### The Nomination Process:

Any current member of the staff and departments can submit nominations for eligible candidates. Self-nominations will also be accepted. All nominations will be confidential. Nominations will be forwarded to the Award Standing Committee, made up of representatives from the administrative and academic staff.

### Required Documentation:

Nomination materials should consist of a nomination form and letters of support that address the criteria listed and justification of areas of excellence.

Any essential documents that provide evidence of the nominee's excellence.

### Eligibility:

This award shall apply to all staff levels within the University including both those on permanent and those on contract terms.

### Award Standing Committee:

The Award Standing Committee consists of a diverse group of full-time staff employees who have been employed at the University. The Vice Chancellor will select a representative from their area to serve on this committee along with two representatives from the Staff Senate.

The Award Standing Committee will evaluate and rank the nominees. Their recommendations will be forwarded to the University Management.

## STAFF EXCELLENCE AWARD NOMINATION FORM

NOMINEE'S NAME.....

NOMINEE'S PF NO. : .....

DEPARTMENT:.....

NOMINATED BY:.....

SIGNATURE OF NOMINATOR:..... DATE:.....

### **DIRECTIONS:**

Describe how the employee has demonstrated one or more of the criteria listed below, using specific examples of how the individual demonstrates each noted characteristic. Please use as much detail as possible (you may wish to attach additional pages).

## LONG SERVICE AWARD

Name of candidate: \_\_\_\_\_.

All required documentation included (circle one): Yes No

Total Points: \_\_\_\_\_ . Ranking: \_\_\_\_\_.

### Performance evaluation criteria for Long service Award

SNo	Performance indicator	Weight
1.	Served continually for at least 10 years.	60
2.	Demonstrate performance with respect to duties and responsibilities.	5
3.	No disciplinary cases or show cause letter as per the terms of service.	8
4.	Demonstrate regular attendance to duty.	5
5.	Demonstrate attainment of annual objectives/targets.	5
6.	Customer feedback and peer-review report.	4
7.	Participation in other university activities other than daily duties	3
8.	Voluntary services offered to the university	4
9.	Accomplished work/achievements for the university	6

### FOR OFFICIAL USE BY THE AWARDS STANDING COMMITTEE

Recommendations from the Award Standing Committee:

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Name: ..... Signature:..... Date: .....  
Chairperson, Awards Standing Committee