COSA Team Nomination Worksheet

The online COSA nomination must be completed in a single session. This worksheet is provided to help you prepare your nomination. After you have composed your responses here, copy and paste your answers into the online application form, which is available at http://csac.berkeley.edu/cosa/how-to-nominate. The online application does not support text formatting.

Please also review the FAQs for important information about eligibility.

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**[Online Form Page 1]**

Thank you for your interest in nominating a team for the Chancellor's Outstanding Staff Award.

**OVERVIEW**Each year the Chancellor’s Outstanding Staff Awards (COSA) are presented to individual staff members and staff teams who demonstrate exceptional INITIATIVE to create significant positive IMPACT on the UC Berkeley campus community.

Nominations must be for work performed within the last THREE YEARS. Self-nominations will not be considered. These awards are among the highest honors bestowed upon staff by the Chancellor.

The Chancellor’s Staff Advisory Committee (CSAC) established and administers this award program. Recipients will be recognized at a ceremony with the Chancellor and other key senior administrators in May 2017.

Please review the COSA eligibility criteria before completing this form: <http://csac.berkeley.edu/cosa/faq>

Note: THIS FORM MUST BE COMPLETED IN ONE SESSION. You can draft your answers using the Individual Nomination Worksheet available at [http://csac.berkeley.edu/cosa/how-to-nominate](https://www.google.com/url?q=http://csac.berkeley.edu/cosa/how-to-nominate&sa=D&usg=AFQjCNG-ch-1vP5koxkGaxj1xHnBPlFZLQ), then copy and paste your responses into this online form.

**Submission deadline: 5PM PST, THURSDAY, JANUARY 26, 2017**

**QUESTIONS?**Visit [http://csac.berkeley.edu/cosa/](https://www.google.com/url?q=http://csac.berkeley.edu/cosa/&sa=D&usg=AFQjCNFGXcyRz6cJplvludQLH0oaaPYXrw) to learn more about the award and CSAC.

If you have questions not answered in FAQ or if you need assistance with this form, please contact [COSA@lists.berkeley.edu](mailto:COSA@lists.berkeley.edu) or 642-5532.

[Online Form Page 2]

\* Required

**Team Name**\*

**Nominated Team Department or Work Unit** (if applicable)

# Primary Nominator (PN)

**First Name (PN)**\*

**Last Name (PN)**\*

**Department or Work Unit (PN)**\*

**Email (PN)**\*

**Job Title/Expected Degree (if student) (PN)**\*

**Telephone (PN)**\*

# Supporting Nominator 1 (SN1)

**First Name (SN1)** \*

**Last Name (SN1)**\*

**Job Title/Expected Degree (if student) (SN1)**\*

**Department or Work Unit (SN1)**\*

**Telephone (SN1)**\*

**Email (SN1)**\*

# Supporting Nominator 2 (SN2)

**First Name (SN2)**\*

**Last Name (SN2)**\*

**Job Title/Expected Degree (if student) (SN2)**\*

**Department or Work Unit (SN2)**\*

**Telephone (SN2)**\*

**Email (SN2)**\*

# Sponsor/Supervisor of Nominated Team

**Who is supervisor/sponsor of the team?**

* Primary Nominator (Skip to page 4)
* Supporting Nominator 1 (Skip to page 4)
* Supporting Nominator 2 (Skip to page 4)
* None of the above (Enter sponsor/supervisor info on page 3)

[Online Form Page 3]

**Sponsor/Supervisor of Team Work (S)**

**First Name of Sponsor/Supervisor of Team Work**\*(can be one of the nominators)

**Last Name of Sponsor/Supervisor**\* (can be one of the nominators)

**Job Title of Sponsor/Supervisor**\*

**Department or Work Unit of Sponsor/Supervisor**\*

**Email of Sponsor/Supervisor**\*

**Telephone of Sponsor/Supervisor**\*

[Online Form Page 4]

# Basis for Nomination

Please explain how the team you are nominating is deserving of a Chancellor’s Outstanding Staff Award by answering the following questions.

**Describe the team’s project / activities and current project status.**\*

(2500 characters or less)

**How did the team support each other and successfully work together to accomplish common goals?**\*

(2500 characters or less)

## Criteria of Excellence

### Commitment to fostering an equitable and inclusive community.

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The team or individual took exceptional initiative to foster an equitable and inclusive campus community. By actively including different perspectives, working cooperatively within and across departments, bridging the boundaries of diversity, and/or promoting and creating access, the team or individual created a workplace that respects and embraces differences and maximizes the potential for all.

### Commitment to innovation, adaptation, and efficiency.

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The team or individual embraced change and acted as change leaders to move the institution forward by helping the university make substantive improvements to its processes and structures. Through the use of new technologies, streamlining and/or improved business processes or approaches, the team or individual demonstrated outstanding creativity and exceptional initiative in eliminating waste, minimizing bureaucracy and saving University resources, thereby allowing the University to achieve its mission more efficiently and effectively.

### Commitment to enhancing Berkeley's mission and reputation.

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The team or individual demonstrated consistent, deep engagement with the University’s fundamental mission of teaching, research and public service ([http://www.ucop.edu/uc-mission/index.html](https://www.google.com/url?q=http://www.ucop.edu/uc-mission/index.html&sa=D&usg=AFQjCNGj9UQJoBYx4Yzqw_ko3hK0u3tYwQ)) and to promoting the values of access and excellence. The team or individual’s exceptional efforts enhanced and sustained UC Berkeley’s prestige and reputation as a world class public institution.

### Commitment to Berkeley's sustainability goals.

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The team or individual took exceptional initiative to engage the campus community in sustainability efforts and helped the campus make significant progress in achieving one of its sustainability goals, some of which are reducing potable water use; being carbon neutral by 2025; achieving zero solid waste by 2020; and planning every new project to serve as a model of resource conservation and environmental stewardship. A full listing of Berkeley’s current sustainability goals is available at [http://sustainability.berkeley.edu/initiatives](https://www.google.com/url?q=http://sustainability.berkeley.edu/initiatives&sa=D&usg=AFQjCNF0jMr0JtV53gBO7gVre_1rUcYgKg).

### Commitment to mentorship.

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The team or individual took exceptional initiative to mentor colleague(s) to share their professional experience and knowledge, to provide strategic guidance, and/or to help them advance their professional development goals.

**Criterion 1: Select a COSA criterion of excellence demonstrated by the team.**\*

Reminder: COSA eligibility is based on work performed within the last three years.

* Commitment to inclusive and equitable community engagement.
* Commitment to innovation, adaptation, and efficiency.
* Commitment to enhancing Berkeley's mission and reputation.
* Commitment to Berkeley's sustainability goals.
* Commitment to mentorship.

**Criterion 1: Describe how the team's activities align with the COSA criterion of excellence selected above, and how those activities demonstrated: a) exceptional INITIATIVE to b) create significant positive IMPACT on the UC Berkeley campus community.**\*

Please give specific examples. (2500 characters or less)

**Criterion 2: Select a second COSA criteria of excellence demonstrated by the team.**\*

Reminder: COSA eligibility is based on work performed within the last three years.

* Commitment to inclusive and equitable community engagement.
* Commitment to innovation, adaptation, and efficiency.
* Commitment to enhancing Berkeley's mission and reputation.
* Commitment to Berkeley's sustainability goals.
* Commitment to mentorship.

**Criterion 2: Describe how the team's activities align with the COSA criterion of excellence selected above, and how those activities demonstrated: a) exceptional INITIATIVE to b) create significant positive IMPACT on the UC Berkeley campus community.**\*

Please give specific examples. (2500 characters or less)

[Online Form Page 5]

# Team Member Nominations

Please identify the team members who took exceptional initiative to contribute to the success of the team / project. For your nomination to be successful, please nominate only those team members who qualify based on these standards. Each nomination is evaluated on merit and while there is no predetermined limit on team sizes, key contributors on teams typically range from between two and eight individuals. Nominations must highlight how each individual specifically contributed to the team in a significant and outstanding way; nominations that fail to do this do not meet the minimum standards for a COSA.

# Nominated Team Member 1 (TM1)

**First Name (TM1)**\*

**Last Name (TM1)**\*

**Job Title (TM1) \***

**Department or Work Unit (TM1) \***

**Campus Address (TM1)**\*

**Telephone (TM1)**\*

**Email (TM1)**\*

**Total Years UC Berkeley Service (TM1)**\*

**Years in Current Position (TM1)**\*

**Individual Contributions (TM1)**\*

Briefly describe (in 2500 characters or less) how Nominated Team Member 1 contributed and took exceptional initiative to contribute to the success of the team / project.

[Online Form Page 6]

# Nominated Team Member 2 (TM2)

**First Name (TM2) \***

**Last Name (TM2) \***

**Job Title (TM2) \***

**Department or Work Unit (TM2) \***

**Campus Address (TM2) \***

**Telephone (TM2) \***

**Email (TM2) \***

**Total Years UC Berkeley Service (TM2) \***

**Years in Current Position (TM2) \***

**Individual Contributions (TM2) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 2 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 7)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 7]

# Nominated Team Member 3 (TM3)

**First Name (TM3) \***

**Last Name (TM3) \***

**Job Title (TM3) \***

**Department or Work Unit (TM3) \***

**Campus Address (TM3) \***

**Telephone (TM3) \***

**Email (TM3) \***

**Total Years UC Berkeley Service (TM3) \***

**Years in Current Position (TM3) \***

**Individual Contributions (TM3) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 3 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 8)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 8]

# Nominated Team Member 4 (TM4)

**First Name (TM4) \***

**Last Name (TM4) \***

**Job Title (TM4) \***

**Department or Work Unit (TM4) \***

**Campus Address (TM4) \***

**Telephone (TM4) \***

**Email (TM4) \***

**Total Years UC Berkeley Service (TM4) \***

**Years in Current Position (TM4) \***

**Individual Contributions (TM4) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 4 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 9)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 9]

# Nominated Team Member 5 (TM5)

**First Name (TM5) \***

**Last Name (TM5) \***

**Job Title (TM5) \***

**Department or Work Unit (TM5) \***

**Campus Address (TM5) \***

**Telephone (TM5) \***

**Email (TM5) \***

**Total Years UC Berkeley Service (TM5) \***

**Years in Current Position (TM5) \***

**Individual Contributions (TM5) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 5 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 10)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 10]

# Nominated Team Member 6 (TM6)

**First Name (TM6) \***

**Last Name (TM6) \***

**Job Title (TM6) \***

**Department or Work Unit (TM6) \***

**Campus Address (TM6) \***

**Telephone (TM6) \***

**Email (TM6) \***

**Total Years UC Berkeley Service (TM6) \***

**Years in Current Position (TM6) \***

**Individual Contributions (TM6) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 6 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 11)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 11]

# Nominated Team Member 7 (TM7)

**First Name (TM7) \***

**Last Name (TM7) \***

**Job Title (TM7) \***

**Department or Work Unit (TM7) \***

**Campus Address (TM7) \***

**Telephone (TM7) \***

**Email (TM7) \***

**Total Years UC Berkeley Service (TM7) \***

**Years in Current Position (TM7) \***

**Individual Contributions (TM7) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 7 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 12)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 12]

# Nominated Team Member 8 (TM8)

**First Name (TM8) \***

**Last Name (TM8) \***

**Job Title (TM8) \***

**Department or Work Unit (TM8) \***

**Campus Address (TM8) \***

**Telephone (TM8) \***

**Email (TM8) \***

**Total Years UC Berkeley Service (TM8) \***

**Years in Current Position (TM8) \***

**Individual Contributions (TM8) \***

Briefly describe (in 2500 characters or less) how Nominated Team Member 8 contributed and took exceptional initiative to contribute to the success of the team / project.

**Add another team member?**\*

* Yes, I want to add another team member on this nomination (Continue to Online Form Page 13)
* No. I have submitted information on all the team members I would like to nominate. (Skip to Online Form Page 14)

[Online Form Page 13]

# Additional Nominated Team Members (TM9+)

Each nomination is evaluated on merit and, although there is not a predetermined limit on team sizes, key contributors on teams typically range from between two and eight individuals. Nominations must highlight how each individual specifically contributed to the team in a significant and outstanding way; nominations that fail to do this do not meet the minimum standards for a COSA. Not everyone who contributes to a team’s success should necessarily be nominated.

**Use the space below to answer the following questions about each additional team member:**

a) First Name, b) Last Name, c) Job Title, d) Department or Work Unit, e) Campus Address, f) Telephone, g) Email, h) Total Years UC Berkeley Service, i) Years in Current Position j) How each Nominated Team Member contributed and took exceptional initiative to contribute to the success of the team / project.

[Online Form Page 14]

# Nomination Summary

**Part III: Please summarize the key points of your nomination. If your nomination is successful, this summary will be used to describe the nominee’s accomplishments during the award ceremony.**\*

(1000 characters maximum)

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