

SCHOOL OF VETERINARY MEDICINE & BIOMEDICAL SCIENCES PEARL ENFIELD STAFF LEADERSHIP AWARD

PURPOSE:

The purpose of the Pearl Enfield Staff Leadership Award is to commemorate the contributions of Pearl Enfield, a dedicated staff member of the School of Veterinary Medicine & Biomedical Sciences (VMBS) who passed away in 1996 after more than sixteen years of service to the college and university.

SCOPE:

The intent of this award is to recognize an individual who characterizes the standards of excellence exemplified by Ms. Enfield.

NOMINATION GUIDELINES:

- Nominations should be submitted to the Executive Staff Council (ESC) Representative on the attached form by the designated deadline.

Departments/Units	Representative
Dean's Office	Misty Skaggs
Department of Veterinary Integrative Biosciences (VIBS).....	Jessica Living
Department of Large Animal Clinical Sciences (VLCS)	Lacey Richards
Department of Veterinary Pathobiology (VTPB)Robin Callahan
Department of Veterinary Physiology and Pharmacology (VTPP)	Letisha Garza
Department of Small Animal Clinical Sciences (VSCS)	Artisha Houston
Veterinary Medical Teaching Hospital (VMTH)	Tara Suel

VMBS Communications, Professional Programs, Research & Graduate Studies, Global One Health, Development, Facilities, Stevenson Center, IT, Veterinary Medical Park, Continuing Education, Finance Team, TIPS, and Human Resources are considered in the same unit as the Dean's Office.

- One nomination may be submitted by each department/unit per year.
- In addition to the nomination form, up to three letters of support may accompany the submission. Support letters from members of the VMBS Staff Recognition Committee are not allowed. Only individual letters will be accepted, **i.e., do not send letters with multiple signatures.**

NOMINATION CRITERIA:

- Minimum of five years employment at the VMBS by August 31st of the current year.
- Recipient must exhibit exceptional skills in many or all of the following areas:
 - Leadership in department, college, and university.
 - Mentoring and professional development skills towards co-workers.
 - Interpersonal skills in interactions with administration, faculty, staff, students and the public.
 - Assumption of responsibility over and above position requirements in the college, university, and community.
- Individuals are eligible to receive the Pearl Enfield Recognition Award if she/he has not received this award in the last five years.

RECOGNITION/AWARDS:

Recognition will include an award in the amount of \$700.00 to be included in the recipient's next paycheck (**this award is taxable; therefore, taxes will be deducted from the recipient's check**).

School of Veterinary Medicine & Biomedical Sciences
2023 Pearl Enfield Staff Leadership Award
 Nomination Form

INSTRUCTIONS: Please review the award nomination criteria to determine if an individual is eligible for nomination before you begin. All nominations and support letters must be received by **Monday, September 18, 2023**. Please contact your ESC representative if you have any questions.

NOMINEE INFORMATION	
Nominee's Name:	Title:
Years Served in Current Position:	Years with VMBS:
Department/Unit:	

DEPARTMENT HEAD VERIFICATION	
Please enter the name and other requested information of the nominee's Department Head/Designee. This information is needed because award recipient notification is coordinated with the Department Head/Director before award recipients are finalized.	
Department Head/Designee Name:	Title:

NOMINATOR INFORMATION	
Nominator Name:	Title:
Department:	
Email:	Phone:
Authorization of Release: <input type="checkbox"/> Yes - a copy of this nomination form and any letters of support may be released to the nominee if a recipient of the award. <input type="checkbox"/> No - a copy of this nomination form and any letters of support may NOT be released under any circumstances.	

A complete nomination includes the following information:

1. **Nomination Form.** Form should be submitted on prescribed form, as provided.
2. **Nomination Statement or Nomination Letter.** Nomination statement or nomination letter should be a maximum of two pages at 12-point font size. It should summarize the contributions of the nominee and impact of the nominee's contributions to the betterment of Texas A&M University and the VMBS. The nomination statement or nomination letter should include specific examples and descriptions of the nominee's accomplishments. Nominations will be evaluated on customer service, initiative, and responsible stewardship.
3. **Letters of Support/Recommendation.** No more than three (3) one-page letters of support/recommendation may be included in the nomination packet.