



Human Resources & Payroll
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030
 Phone: 703-993-2600; Fax: 703-993-2601

Civility Star Award Nomination Form

Information

Nominee’s Name _____

G# _____ Department _____

Supervisor’s Signature _____

Department Head’s Signature _____

Has this employee received any monetary or non-monetary awards this fiscal year?
 Yes No If so, what was the amount/value? _____

Criteria

- The nominee must be a faculty or staff member who has been employed at Mason for at least one year.
- Consistently acts with respect in all interactions and holds themselves personally responsible for their own behavior and actions.
- Promotes positive relations in the campus community by not only being an example to others, but also by encouraging and nurturing good behavior.
- Cultivates and maintains an environment where one’s behavior and words, even in times of conflict, reflects restraint, responsibility, and respect.

Please indicate which, if any, of the Mason values the nominee has demonstrated:

- | | |
|---|-------------------------|
| Our students come first | We are careful stewards |
| Diversity is our strength | We act with integrity |
| Innovation is tradition | We thrive together |
| We honor freedom of thought
and expression | |

Description

Please attach a brief citation of approximately 65-70 words describing the achievements of the nominee and how he/she meets the criteria. If you selected a value above, be sure to briefly explain why.

In writing the citation copy, please compose it to be read aloud easily at the ceremony. Keep in mind that the award will be displayed on the recipient’s wall—ask yourself how you think the recipient would want to be remembered for his/her accomplishments.

In addition, please consider including several letters of support which describe how the nominee meets the criteria.

Send the completed form, attached citation and letters to:

Reward & Recognition Office, HR & Payroll, MSN 3C3