

**Guidelines for CAFSA Distinguished Faculty and Staff Award**  
(annual award)

<b>Purposes</b>	<p>This annual award is given to recognize exceptional and significant contributions to one or more of the following:</p> <ol style="list-style-type: none"> <li>1) a professional field</li> <li>2) services for students, staff and / or faculty in CSU</li> <li>3) the status and role of Chinese American faculty and staff in CSU</li> </ol>
<b>Award Committee</b>	<p>The CAFSA Award Committee (AC) consists of five members who will be the current CAFSA Executive officers. The President of CAFSA will service as the AC Chair. The AC members will select the award winners, raise funds, and perform other work relevant to this award.</p>
<b>Eligibility</b>	<p>All full time Chinese-American faculty or staff members and current CAFSA members of all ethnicities with 3 years or longer of service to CSU are eligible to be nominated for the CAFSA Distinguished Faculty and Staff Award. Members of the CAFSA Award Committee are not eligible to be nominated. Self nominations are not allowed. Previous winners of the CAFSA Award are not eligible.</p>
<b>Nominator</b>	<p>Any current CSU faculty and staff can make nomination. One person can only nominate one candidate each year.</p>
<b>Dossier</b>	<p>The nomination dossier must contain:</p> <ol style="list-style-type: none"> <li>(a) Completed nomination form</li> <li>(b) A recommendation letter from the nominator with description of the candidate's achievements</li> <li>(c) Other supporting letters/documents/testimonials</li> </ol>
<b>Application due date</b>	<p>Nominations should be sent to the Chair of CAFSA Award Committee or an assigned AC member by <b>April 5, 2012</b>.</p>
<b>Award</b>	<p>The award will be \$500, a plaque and a year free membership of CAFSA. The amount of the award may be changed by the Award Committee based on the fund availability.</p>
<b>Selection</b>	<p>The Award Committee will send out a call for nominations each year. The winner will be selected by the Committee.</p>
<b>Presentation</b>	<p>The award will be presented at the CAFSA Business meeting in the spring of 2012.</p>