



Cornell University
Employee Assembly

George Peter Award for Dedicated Service
Cover Sheet

Nominee Information

Name:

NetID:

Department:

Title:

Work Address:

Supervisor's Name:

NetID:

Time in Current Position:

Time at Cornell:

Nominator Information

Name:

NetID:

Department:

Title:

Work Address:

Work Phone:

Nomination Packet Checklist

- Cover Sheet
- Nomination letter, explaining why the nominee deserves the award, citing relevant examples wherever possible. This can be co-signed by multiple staff members.
- Letter of support from the nominee's direct supervisor
- One additional brief letter of support from other members of the Cornell community (staff, faculty, students, administrators, alumni)

Please Note: Nominations and letters of support should be no more than 2 pages each.
A limit on length allows for a manageable, equitable review process of each nomination.
Each nomination is reviewed by committee members as part of the selection process.

George Peter Award for Dedicated Service

Background:

[George Peter](#) revolutionized the status of Cornell employees and served as a tireless ambassador for the university. Throughout his 40-year career, Peter was an active member of the campus community. He led the effort to broaden Cornell employees' participation in shared governance, advocating for staff representation in university decision-making and creating opportunities for official recognition of employee achievements.

Overview:

The George Peter Award for Dedicated Service is given annually by the Employee Assembly to staff who consistently demonstrate excellence in the performance of their duties, and who prove their willingness to extend themselves to help others and go above and beyond the normal expectations of their job responsibilities.

The recipient(s) are announced at a celebration event hosted by the recipient's department or unit. This honor is the longest running and most prestigious university-wide peer-nominated award. Since its inception in 1980, the award has been bestowed on over 190 Cornell employees. (See [Past Recipients](#))

Eligibility:

1. All full-time Cornell staff members with five or more years of service are eligible for consideration for this award.
2. Please note that each award has different eligibility criteria. If your nominee is not eligible for this particular award, we encourage you to explore other EA awards.
3. Nominations can be submitted by any Cornell employee (staff, faculty, or academic professional).
4. Nominees will be vetted with their college/unit HR representative to ensure they are in good standing.

Selection Criteria

Nominees must demonstrate:

- Excellence in the performance of their assigned duties.
- Dedication to their job and workgroup that goes above and beyond expectations.
- Respect for the contributions of staff at all levels.
- Commitment to lifelong learning.
- Having a positive impact on the university.

Please review the [scoring rubric](#) for details and examples.

Nominations

This is a peer-nominated award. Nominations may only be submitted by Cornell staff members. Any staff member wishing to nominate a colleague should have direct experience with the

nominee and must submit a completed nomination packet. The nomination packet is a **single PDF document** consisting of:

1. [Cover sheet \(Located on the EA GPA webpage\)](#)
2. Nomination letter explaining why the nominee deserves the award, citing **relevant criteria listed in the rubric** and examples wherever possible. This can be co-signed by multiple staff members.
3. Letter of support from nominee's direct supervisor
4. ~~Up to three brief letters~~ **One additional letter** of support from other members of the Cornell community (staff, faculty, students, administrators, alumni)

Please Note: Nominations and letters of support should be no more than 2 pages each. A limit on length allows for a manageable, equitable review process of each nomination. Each nomination is reviewed by committee members as part of the selection process.

Selection Process:

- 1) The Office of Assemblies will compile all nomination submissions and share with the Staff Recognition and Awards Sub-Committee (SRAC) members who will use the approved rubric to grade each nominee and then submit the top three highest ranking nominees to the CORC chair.
- 2) University Human Resources will review the nominees in the same process as the Award for Staff Integrity and Inclusion and the President's Awards for Excellence.
- 3) SRAC chair will share the top three candidates with the CORC Chair to share with CORC members prior to next CORC meeting.
- 4) The CORC will cast a final vote of the top three candidates at the next CORC meeting.
- 5) Once the final candidate has been vetted and approved by HR, the SRAC chair will notify the nominee's supervisor.
- 6) After approval is received from the nominee's supervisor, SRAC chair will notify the nominator and then the nominee of the award.
- 7) If desired by the nominee's supervisor, the SRAC will coordinate and execute the recognition event with the nominee's supervisor and VP Lovely's office.

The selection committee is accepting nominations from xx **through xx (4 to 6 week timeframe)**. Note: previously declined nominations can be resubmitted, with updates as appropriate.

- Download the cover sheet (see above for downloadable/fillable PDF)
- Submit your [nomination online](#) (**available at 12:01 AM on xx**)

If you have any questions about the award and the process for nominations, please contact the chair of the Employee Assembly Communications, Outreach & Recognition Committee at employee-awards@cornell.edu or, for technical difficulties, contact the Office of the Assemblies at assembly@cornell.edu or (607) 255-3715.



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Employee Assembly

George Peter Award
Nominee Assessment Guidelines/Rubric

Criteria	Assessment Guidelines / Rubric				
Excellence in the performance of their assigned duties.	1 point (low)	2 points	3 points	4 points	5 points (high)
	What we're looking for: <ul style="list-style-type: none"> • Exceptional work ethic • Takes initiative on ideas, suggestions or work that needs to be done • Successfully completes projects, even through adversity in workplace setting • Positive feedback from colleagues and stakeholders Examples: <ul style="list-style-type: none"> • Remains flexible, collaborative, and manages to move work forward even under challenging circumstances • Collaborates with colleagues and helps colleagues learn new skills or systems to improve processes 				
Dedication to job and work group that goes above and beyond expectations.	1 point (low)	2 points	3 points	4 points	5 points (high)
	What we're looking for: <ul style="list-style-type: none"> • Has visible, infectious passion for one's work • Readily pitches in when a co-worker needs help • Supports the work of colleagues/faculty/unit through behind-the-scenes efforts. • Responds with flexibility and can-do attitude when faced with change. • Continually strives for improvement. 				

Examples:

- Invests in new hires with additional training and building community amongst the team with current and new employees
- Employee's individual contributions significantly impact the goals and objectives of their unit/area of oversight.

Respect for the contributions and differences of staff at all levels.

1 point (low)

2 points

3 points

4 points

5 points (high)

What we're looking for:

- Treats people with courtesy, politeness, and kindness.
- Encourages coworkers to express opinions and ideas.
- Listens to what others have to say and makes an effort to understand different points of view.
- Collaborates effectively with peers, subordinates, supervisors and others.
- Makes an effort to include coworkers such as inviting colleagues Cornell community activities/programs
- Shows appreciation for staff working behind the scenes.

Examples:

- Creates a welcoming environment and holds space for all voices to be heard
- Shows appreciation to staff by using Appreciation Portal

Positive impact on the university.	1 point (low)	2 points	3 points	4 points	5 points (high)
	<p>Qualities we're looking for:</p> <ul style="list-style-type: none"> • Makes the university a better place to work, live or study. • Helps to implement changes or develop solutions to address problems facing the university. • Acts as an ambassador for the university, helping to enhance Cornell's image locally, nationally or internationally. • Participates in volunteer activities connected with the campus community. • Active in special interest or colleague network groups. • Asks tough questions / questions the status quo / advocates for change. <p>Examples:</p> <ul style="list-style-type: none"> • Serves on the Employee Assembly and/or other Cornell committees such as CARE Fund, college specific, etc. • Actively volunteers for university events such as Slope Day, Commencement, Move-In day, etc. • Represents the University beyond campus in volunteer leadership positions 				

