Simplified Breakdown of the USS Employee of the Year Selection Process

**Department Level**
Departments will send out/collect requests for nominations. Their selections should be forwarded to their respective College.

**College Selection Committee**
College Selection Committees will select the Employee(s) of the Year for their College.

**Chair, University Support Staff Recognition Ceremony**
EOY selections made by College Selection Committees should be submitted to Kelly or Debra (using the enclosed form) by February 21, 2020.