

SAN JOSÉ STATE UNIVERSITY



Dr. Cynthia Teniente-Matson, President

San José State University Reminder for the November 7th deadline for SJSU Call for Nominations for Staff Awards

At San José State, our staff are the heartbeat of the university. Your dedication, creativity, and service ensure that our students thrive and our community grows stronger. These contributions drive our success as an institution, from record enrollment and rising national rankings to our Carnegie R2 research designation. These awards are one way we recognize and celebrate the extraordinary impact you have on our campus and beyond.

The Office of the President and the SJSU Staff Council kindly request nominations for the 2025-26 Outstanding Staff of the Year Award, Distinguished Service Award, Spartan Spirit Award, and Critical Employee Award. Please review the [nomination criteria](#) and [nomination questions](#) for each of the awards and complete the [nomination form](#) **by 5:00 p.m. on Friday, November 7, 2025.**

To be eligible for any of the four staff awards, an individual must: (1) be a staff member of SJSU or its auxiliaries, (2) be currently employed on a half-time or greater basis, (3) not be a student employee or faculty member, and (3) not be a current member of the Staff Council Executive Committee or the Staff Awards Review Committee.

Managers (MPPs) who are Level I and II are eligible for the Spartan Spirit Award; MPPs that are Level III or IV are not eligible for the awards.

All nominations will require responses that detail how the nominee meets the specific award criteria. Nominations may come from any SJSU or auxiliary employee, including self-nominations. Three finalists for each award will be asked to provide a letter of support that will assist the review committee in making a final determination.

The award recipients will be officially recognized and invited to deliver a short address at the Annual Celebrating Spartans: Honoring Faculty and Staff event April 8, 2026. The individuals selected will each receive a plaque and a monetary award.

The awards timeline is as follows:

- **Week of September 22, 2025** - Nominations Open
- **November 7, 2025** - Deadline to submit nominations to the Staff Recognition Committee
- **December 19, 2025** -Deadline for Staff Award Review Committee to select three finalists for each award and notify them by email
- **January 20, 2026** - Deadline for the finalists to submit a letter of support

- **February 6, 2026** - Deadline for Staff Award Review Committee to submit recommendations to the President
- **Week of February 9, 2026** - President announces award winners
- **April 8, 2026** - Celebrating Spartans: Honoring Faculty and Staff

If you have any questions or need further information, please contact the Staff Awards Liaison at staff-awards-group@sjsu.edu.

Sincerely,

Dr. Cynthia Teniente-Matson
President

Jeanne Durr
Interim Senior Associate Vice President, University Personnel

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