Cal Poly Humboldt.

Trustee Wenda Fong and Mr. Daniel Fetterly Staff Award
Nomination and Review Process

1. **Eligibility and Nominators**
   - **Who May Nominate**
     - Any faculty member, administrator, or staff member
   - **Who Is Eligible for Nomination**
     - CSU State and Auxiliary staff members in good standing
     - Accomplishments must have occurred after January 1, 2026
     - Preference given to represented employees

2. **Nomination Submission Requirements**
   - **Submission Method and Deadline**
     - Must be submitted online
     - Deadline: 5:00 p.m. on Sunday, January 3, 2027
   - **Narrative Document**
     - Required narrative and supporting documents must be prepared as single PDF
     - Uploaded as part of the online submission
     - Must be complete before starting the nomination process
   - **Narrative Content Requirements**
     - Must include nominee(s)' full name(s)
     - Detailed narrative demonstrating how the nominee meets award criteria
     - Nominators encouraged to provide a thorough and compelling description
     - Narrative Reference available:
       - Fetterly & Fong Staff Awards Narrative Guide (see next page)
   - **Supporting Materials may include**:
     - Letters of support, campus news articles, other relevant documentation
   - **Format and Length**
     - All materials - narrative and supporting documents - combined into a single PDF
     - Maximum length: five (5) pages

3. **Review and Selection Process**
   - **Review Team: Cabinet-appointed review team**
   - **Evaluation Criteria: Scoring rubric provided by the CSU Chancellor's Office**
   - **Advancement of Nominations**
     - No more than two nominees per award category advanced
     - Final consideration by the President
     - Final submission to the CSU Chancellor's Office

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Trustee Wenda Fong and Mr. Daniel Fetterly Staff Award: Sample Narrative Structure

AWARD CATEGORY

	1. Affordability Advocate and Driver of Transformative Change	2. Fostering an Inclusive and Equitable Learning Environment	3. First Generation Belonging and Community	4. Trailblazing Team
Award Purpose	*Honors an individual whose efforts significantly improve affordability and access to a CSU education.*	*Honors an individual dedicated to student success through equity and inclusion*	*Honors an individual who builds belonging and supportive campus communities for first-generation students.*	*Honors a team of no more than five individuals demonstrating exceptional leadership, innovation, and collaborative service to students.*
Narrative Emphasis	*Individual leadership, affordability, access, and transformative change.*	*Equity, inclusion, and student-centered institutional practices.*	*Belonging, community-building, and first-generation student support.*	*Collective leadership, innovation, and collaborative impact.*

Narrative Component					Sample Narrative
A. The Action (Context, Leadership, Solution)	The nominee identified a financial or access-related barrier and led the development or improvement of a program, policy, or practice that reduced costs or expanded access for students.	The nominee addressed inequities affecting underserved students by leading an initiative or practice that strengthened inclusive learning environments.	The nominee recognized a need related to first-generation student belonging and led efforts to create connection, community, and targeted support.	The team collectively identified a student-centered challenge and collaborated to design and implement an innovative, cross-functional solution.	*"In 2025, the nominee identified a significant challenge impacting student success related to affordability and access. Recognizing the need for a coordinated response, they took initiative to develop and implement a targeted program that addressed this gap. Through strategic leadership, collaboration with campus partners, and a student-centered approach, the nominee created a sustainable solution that directly aligned with the goals of this award category and the CSU mission."*
B. The Evidence (Results, Data, Validation)	Measurable outcomes include cost savings, increased access, higher participation, or policy improvements, supported by data and student or partner feedback.	Evidence includes participation increases, retention outcomes, service enhancements, or assessment results, supported by feedback from students and colleagues.	Outcomes include engagement levels, participation data, retention indicators, and testimonials demonstrating increased sense of belonging.	Evidence includes documented outcomes, efficiency gains, cross-unit collaboration results, and stakeholder feedback validating collective effectiveness.	*"As a result of this work, the campus observed measurable outcomes, including increased student participation, reduced financial barriers, and improved access to critical resources. Data from institutional reports and program assessments demonstrate the effectiveness of this initiative. Feedback from students and colleagues further confirms its impact, with one participant noting that the effort significantly improved their ability to persist and succeed at the university."*
C. The Impact (Alignment, Significance)	The work advances CSU priorities related to affordability and access and establishes sustainable, scalable change benefiting students beyond a single initiative.	The effort aligns with CSU equity values and contributes to long-term institutional or cultural change that supports student success.	The work strengthens CSU priorities around first-generation success and creates lasting community-building models for ongoing support.	The team's collaborative approach advances CSU systemwide priorities and models innovative, scalable service that strengthens the CSU mission.	*"This work advances CSU Forward priorities by strengthening student success, equity, and access. Beyond its immediate outcomes, the initiative established a model for long-term, scalable support that continues to benefit students across the campus community. The nominee's contribution reflects CSU values and demonstrates an exceptional, lasting impact on students and institutional practice."* ***Note for Trailblazing Team Nominations:*** *For team nominations, this structure may be adapted to emphasize collective leadership, shared responsibility, and collaborative innovation. Narratives should highlight how the team worked together to achieve outcomes that would not have been possible through individual efforts alone.*