

# SOUTHWESTERN LAW SCHOOL

## L O S A N G E L E S

### **Southwestern Law School Staff and Department “Shout Out” Program**

Administrative policy approved September 27, 2023. Effective immediately.

Revision history: None; new program.

Scheduled Review Date: July 2024 (Office of the President and Dean)

Southwestern Law School appreciates the hard work and dedication of our staff members. Staff members serve vital roles in our community: they further our mission, facilitate programs and activities, improve our campus and community culture, and make Southwestern a great place to study and work.

We encourage employees to nominate other employees and specific departments that have gone above and beyond in some way. As just some examples:

- Maybe someone has accepted additional responsibilities to help a colleague;
- Maybe someone’s consistently positive attitude cheers on co-workers, students, or alumni;
- Maybe someone works behind the scenes to ensure that a particular event or project is successful;
- Maybe someone suggests a creative idea to improve efficiency or effectiveness;
- Maybe someone has achieved an important professional milestone (like earning a degree); or
- Maybe a department worked hard to complete a critical project or Southwestern event;

The Shout Out program provides an easy nomination process to help celebrate a staff member or department. To nominate an employee or department, simply complete the “Shout Out Program” nomination form. At least once a month, the Office of the President and Dean and the Administrative Services Office will review the nominations. The Dean will then provide “shout outs” during All-Staff meetings, with a follow-up email to the community.

Please address questions about this program to [lawdean@swlaw.edu](mailto:lawdean@swlaw.edu).