

# SOUTHWESTERN

## LAW SCHOOL

### Los Angeles, CA

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

**Administrative policy approved September 27, 2023.**

**Revision history: Edits made in May 2024.**

**Scheduled Review Date: June 2026 (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:

- An individual who has accepted additional responsibilities to help a colleague;
- An individual whose consistently positive attitude cheers on co-workers, students, or alumni;
- An individual who works behind the scenes to ensure that a particular event or project is successful;
- An individual who suggests a creative idea to improve efficiency or effectiveness;
- An individual who has achieved an important professional milestone (like earning a degree); and
- A department whose members 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 a person or department, simply complete the “Shout Out Program” nomination form on the Staff Portal ([swlaw.edu](http://swlaw.edu)). At least once a month, the Office of the President and Dean and the Administrative Services Office will review the nominations. The Dean will provide “shout outs” during most All-Staff meetings. Those receiving a shout out will then receive a certificate that indicates who submitted the nomination.

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

Southwestern reserves the right to alter this program, with or without notice, at any time.