

# 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 and August 2024; edits made in August 2025.

**Related form:** Staff and Department “Shout Out” Nomination Form

**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 makes it easy to recognize and celebrate a staff member or department. To submit a nomination, complete the Staff and Department “Shout Out” Nomination Form, available on the Staff Portal (swlaw.edu) and on the Institutional Policies webpage. 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, indicating the nominated employee, nominator, and reason for the shout out. Human Resources will keep a record of each person's shout outs.

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.