

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, August 2024, August 2025, and June 2026.

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

Scheduled Review Date: June 2029 (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. Examples that could merit a Shout Out include the following:

- 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, an employee should complete the Staff and Department "Shout Out" Nomination Form, available on the Staff Portal (swlaw.edu) and the Institutional Policies webpage.

Shout Out nominations are due on the Friday before an All-Staff meeting. The Office of the President and Dean (Dean's Office) and Human Resources will review the nominations and, if necessary, follow up with the nominator.

The Dean's Office typically will prepare a video or other presentation featuring the Shout Outs received since the last presentation. The video typically will include the name of the nominated employee or department and the nominator's message. The Dean's Office may edit the message for length, grammar, or other appropriate reasons. The Dean's Office also reserves the right to exclude any message for appropriate reasons, such as inaccuracy or self-nomination.

The Dean's Office will share the Shout Out presentation during the All-Staff meeting and post it to the Staff Portal. The Dean's Office will track Shout Out submissions and maintain the related records in a shared folder with Human Resources.

Please address questions about this program to lawdean@swlaw.edu.

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