

## NOMINATION AND SELECTION PROCESS

*We must value **COLLABORATION**, which can be arduous, so we must have **COMMITMENT**. The basis for working together effectively requires **TRUST**, which is born out of **HONESTY, RESPECT, and SERVICE**. Always being mindful of our **STEWARDSHIP** and the need for **CREATIVITY**.*

The eligibility and criteria for the Distinguished Staff Award and the Dean's Staff Award have been combined. All awards will be presented at the Staff Appreciation Banquet to be held on April 4, 2019.

**Nominators should submit a letter outlining the nominee's particular qualifications for an award based on the following suggested criteria categories:** Attitude, Commitment, Leadership, Job Performance, and Team Work. These are only suggestions, not mandatory requirements; however, your nomination letter will be the major source of information for the committee's consideration. **Please do not use the nominee's name, job title, or department in your narrative.**

**While one pool of nominations for both awards is established, eligibility is as follows:**

Any civil service employee or academic professional who is not eligible for faculty awards will be eligible for nomination for the Dean's Staff Award(s). Only Civil Service Staff are eligible to receive the Distinguished Staff Award. Nominees must have at least two years of service as of December 31, 2018, and not have received either award in the past two years.

"Team" nominations are for a group of UICOM-P employees (staff, PAPE, or faculty) who normally work together in a designated office/department/clinic. A "team" may also be comprised of a group of employees who are assigned a special project and when the project or goals are accomplished, the group is disbanded. Only one team award will be given.

*The selection committee will consist of two Civil Service Employees Council members, one previous recipient of the Dean's Staff Award, recipient of the previous year's Distinguished Staff Award, and one Academic Professional. The Director of Human Resources will receive nominations and serve as an advisor to both the committee and Dean. Human Resources will indicate which nominations are eligible for the Distinguished Staff Award. The committee will determine the recipient of the Distinguished Staff Award. The committee will then submit their recommendations for the Dean's Awards to the Dean for final approval. **Those on the selection committee are ineligible to nominate.***

You are only allowed to turn in one nomination (one for Dean's and Distinguished Staff Award OR one for the Team Award). Each person who nominates an employee for an award will be put into a drawing to win a \$25 gift card.

At the banquet, up to five "Dean's Awards" will be given in the amount of \$250.00 each, and the "Distinguished Staff Award" in the amount of \$500.00. One Team Award will be given, with each team member receiving \$50.00. Each recipient receives an engraved remembrance.

**NOMINATION FORM COVER SHEET  
DISTINGUISHED STAFF, DEAN'S, & TEAM AWARDS**

Because we believe that the mission of our University and the quality of our days are enhanced by those with whom we share our work life the Distinguished Staff, Dean's, & Team Awards are designed to recognize outstanding contributions to the work of the University by members of the faculty and support staff. This program provides an opportunity to show our appreciation to those individuals who exemplify our core values in carrying out their UICOM-P duties and whose service demonstrates excellence.

**Please Type or Print**

Indicate type of nomination: Individual  Team

**Individual Nominee:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

**Team Nominees (please list all members of the team):**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nominators should submit a letter outlining the nominee's particular qualifications for an award based on the following suggested criteria categories: Attitude, Commitment, Leadership, Job Performance, and Team Work. These are only suggestions, not mandatory requirements; however, your nomination letter will be the major source of information for the committee's consideration. Please attach the completed cover sheet to your nomination. **Please do not use the nominee's name, job title, or department in your narrative.**

Submit your nomination to Human Resources no later than *4pm on March 4, 2019*

\_\_\_\_\_  
Nominator Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Nominator Signature

\_\_\_\_\_  
Date