



MEMORANDUM

TO: Academic Affairs Employees

FROM: Academic Affairs District Staff Awards Team

SUBJECT: 2008 University of Utah District Staff Awards and Staff Excellence Awards

I am pleased to announce that nominations are now being accepted for the 2008 Academic Affairs District Staff Awards. According to our records, you are an employee in this District. We will be awarding six awards in your District. A total of twenty-four District Staff Awards will be given out throughout the University among six Districts: Academic Affairs, Administrative Services, General Administration, Hospitals/Clinics, Other Health Sciences, and Student Affairs. In addition to receiving the District Staff Award, the selected employees from your District will have their names forwarded as nominees for one of six Staff Excellence Awards, formally known as the Presidential Staff Awards. All District Staff Award winners will be recognized at a special luncheon where the six University of Utah Staff Excellence Award winners will be announced. Each Staff Excellence Awards winner will be awarded \$3,000 and a special plaque.

This prestigious awards program was established to recognize superior service and ongoing contributions by the University's full-time staff. Nominees must have given at least three years of continuous service to the University of Utah in order to be eligible. **Faculty, director-level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are NOT eligible for this award.** Please evaluate your nominee carefully, referring to the "Criteria for Nominations" attached to this memorandum, and select someone truly deserving of this distinguished University recognition.

You may nominate anyone from your District or anyone from another District for this award who meets the eligibility criteria. Please indicate for which District Staff Award the staff employee is being nominated on the nomination form.

Nominations are to be made on the attached Nomination Form, by e-mail as an attachment, or by fax. On-line forms are also available at www.hr.utah.edu under "Human Resources News and Announcements." Nominations must be received by the chair of your District Team, on or before 5 p.m. on May 5, 2008 to:

Whitney Clissold, Chair
Academic Affairs District Staff Awards Team
Office of the Senior Vice President for Academic Affairs
205 Park
whitney.clissold@utah.edu

TEL: 581-8661
FAX: 585-3312

For more information please call Terri Crow at 5-0928 or Thuy Nguyen at 5-6898.

Attachments



2008 University of Utah District Staff Awards

CRITERIA FOR NOMINATIONS

- A total of six awards will be given from the Academic Affairs District. You may nominate anyone from your District or nominate someone from another District who meets the eligibility criteria. Please indicate for which District Staff Award the staff employee is being nominated on the nomination form.
- In addition to receiving this award, winners from your District will be forwarded as candidates for the Staff Excellence Awards. Six staff awards recipients will be selected by the Vice President for Human Resources, Loretta Harper, and presented annually. Each winner of the Staff Excellence Award will receive an award of \$3000 plus a plaque. A perpetual plaque that includes the names of all Staff Excellence Award recipients is permanently displayed in the Human Resources Building on Wakara Way.
- Nominees for these awards must have at least 3 years of continuous service to the University of Utah and be current FULL-TIME (0.75 FTE or greater) STAFF employees in good standing in order to be nominated.** Nominators should check with their payroll reporters to obtain information about the nominees' (1) Employee ID and (2) date of full-time hire. This information must be included on the nomination form. The Selection Committee WILL NOT accept incomplete nominations. **Faculty, director-level staff and above, part-time hourly employees, UU Staff Council members, and District Award team members are NOT eligible for this award.**
- This award recognizes superior performance in the following areas:

SERVICE EXCELLENCE

- Demonstrates exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability, and creativity (quality of work as measured against the type of work being performed).
- Exhibits through personal qualities a high degree of the following:
 - teamwork
 - positive attitude
 - willingness to cooperate
 - ability to relate to others (colleagues and students) in a manner that reflects well upon the University.
- Shows ongoing desire for improvement.
- Has a knowledge and understanding of the University and its functions.
- Establishes and maintains effective working relationships/communication with co-workers, leadership, and internal/external customers.

COMMITMENT TO UNIVERSITY

- Service to the University demonstrates an attitude of ongoing commitment to assist the University in achieving its mission.
- Contributions have long-lasting benefits to the individual and the University community.
- Supports and participates in Departmental/University initiatives.

- Nominations may be made by faculty or staff members on the attached form, submitted by e-mail using the form outline, or by fax.
- Nominations MUST BE RECEIVED on or before, May 5th by 5:00 PM by:**

Whitney Clissold, Chair
Academic Affairs District Staff Awards Team
Office of the Senior Vice President for Academic Affairs
205 Park
whitney.clissold@utah.edu

TEL: 581-8661
FAX: 585-3312



2008 University of Utah District Staff Awards NOMINATION FORM

NOMINATION FORM MUST BE RECEIVED *ON or BEFORE* May 5th by 5:00 P.M.

Please TYPE or PRINT. Incomplete nominations will not be accepted.

Name of Nominee _____	Employee ID # _____
Present Position _____	Telephone # _____
Department _____	Date of Full-Time Hire _____
Nominee's Supervisor _____	Supervisor's Phone # _____
Cognizant Vice President _____	Vice President's Phone # _____

Please select from the drop down list

MARK ONE:

This person works in my District and is being nominated for Academic Affairs District Staff Awards. _____

This person works in a different District and is being nominated for the _____ District Staff Awards. *Please select from the drop down list.*

Referring to the attached Criteria for Nominations, please respond to the following questions. Where possible please provide specific examples that clearly demonstrate how the nominee's actions/attitude reflect the criteria. **If you require additional space, please attach no more than one single-sided sheet.**

SERVICE EXCELLENCE:

- 1. What traits are exemplified by the nominee that result in superior work performance. Is there some special achievement that should be recognized by this award? Please describe.**



2008 University of Utah District Staff Awards
NOMINATION FORM

COMMITMENT TO UNIVERSITY:

2. What actions are taken by the nominee to assist in achieving the department/institutional mission contributing to long-lasting benefits in the University community?

Nominated By _____ Telephone _____

Nominator's Signature _____ Department _____

Nominations must be received by campus mail, by e-mail as an attachment, or by fax. Please note that electronic submittals will be confirmed with the person originating the form.

MAIL TO: Whitney Clissold Chair
Academic Affairs District Staff Award Team
Office of the Senior VP for Academic Affairs
205 Park
whitney.clissold@utah.edu

TEL: 581-8661
FAX: 585-3312

NOMINATIONS MUST BE RECEIVED
on or BEFORE May 5th by 5:00 p.m. by CAMPUS
MAIL, by E-MAIL as an attachment, or by FAX.
Please make sure your nomination forms are
complete. **Incomplete nominations**
WILL NOT be accepted.