



M E M O R A N D U M

DATE: April 2, 2009
TO: Administrative Services Staff
FROM: Administrative Services District Staff Excellence Awards Team
RE: **2009 DISTRICT STAFF EXCELLENCE AWARDS AND UNIVERSITY STAFF EXCELLENCE AWARDS**

I am pleased to announce nominations are now being accepted for the 2009 District Staff Excellence Awards. **There will be 4 awards given in our district.**

In addition to receiving the District Staff Excellence Award (DSEA), the selected employees from each district will have their names forwarded as nominees for University Staff Excellence Awards (USEA), formally known as the Presidential Staff Awards. All DSEA winners will be recognized at a special luncheon where 6 USEA winners will be announced, each receiving \$5,000 and a special plaque.

This prestigious awards program was established to recognize superior service and ongoing contributions by full-time staff. ***Nominees must have given at least 3 years of continuous University service by the nomination deadline (May 11) 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.***

Please evaluate your nominee carefully by referring to the attached "Criteria for Nominations" and select someone truly deserving of this distinguished recognition. You may nominate staff from this or any other District meeting eligibility criteria. Please indicate the District your nominee is from.

Nominations must be made on the attached form and submitted by e-mail as an attachment or by fax. On-line forms are also available at www.hr.utah.edu/etc/psa/. All nominations must be received on or before 5 p.m. on May 11, 2009. Please send to:

Debbie Carlson, Chair
Administrative Services District Staff Excellence Awards Team
Office of the Associate VP for Facilities Management
222 VRTUSB
debbie.carlson@fm.utah.edu

TEL: 581-6510
FAX: 581-6081

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

Attachments



2009 University of Utah Administrative Services District Staff Excellence Awards CRITERIA FOR NOMINATIONS

- A total of 4 awards will be given from the Administrative Services District Staff Excellence Awards (DSEA). You may nominate anyone from your District or nominate someone from another District who meets the eligibility criteria. **Please indicate which District Award the staff employee is being nominated from on the nomination form.**
- In addition to receiving this award, winners from our District will be forwarded as candidates for the University Staff Excellence Awards (USEA). Six staff awards recipients will be selected by the Chief Human Resources Officer and presented annually. Each winner of the University Staff Excellence Awards will receive an award of \$5,000 plus a plaque. A perpetual plaque that includes the names of all University Staff Excellence Award recipients is permanently displayed in the Human Resources Building on Wakara Way.
- Nominee Eligibility Requirements: Must be current FULL-TIME Staff (0.75 FTE or greater) in good standing with at least 3 years of continuous University service by May 11, 2009, (the nomination deadline).**

Nominators must check with their Payroll Reporters to obtain and include on the form: (1) Employee UNID, and (2) date of full-time hire. Incomplete forms WILL NOT be accepted. 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, and 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 as an attachment, or by fax. **On-line forms are also available at www.hr.utah.edu/etc/psa/.**
- Nominations MUST BE RECEIVED on or before, May 11th by 5:00 PM by:***

**Debbie Carlson, Chair
Administrative Services District Staff Excellence Awards Team
Office of the Associate VP for Facilities Management
222 VRTUSB
debbie.carlson@fm.utah.edu**

**TEL: 581-6510
FAX: 581-6081**



2009 University of Utah
 Administrative Services District Staff Excellence Awards
NOMINATION FORM

NOMINATION FORM MUST BE RECEIVED *ON* or *BEFORE* May 11th 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 above drop down list.

MARK ONE:

This person works in my District and is being nominated for Administrative Services District Staff Excellence Awards. _____

This person works in a different District and is being nominated for the District Staff Excellence Awards. _____
Please select from the above 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 nominees that result in superior work performance? Is there some special achievement that should be recognized by this award? Please describe.



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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: **Debbie Carlson**, Chair
Administrative Services
District Staff Excellence Awards Team
222 VRTUSB
debbie.carlson@fm.utah.edu

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FAX: 581-6081

**NOMINATIONS MUST BE RECEIVED
on or BEFORE May 11th 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.**