



MEMORANDUM

DATE: March 10, 2008

TO: Employees in the offices that report to: The President, VP for Institutional Advancement/University Relations/Development, VP for Human Resources, VP for Research, VP for General Counsel, VP for Technology Venture Development, VP for Government Relations, Athletics, Office of Information Technology, and University Neighborhood Partners

FROM: General Administration District Staff Awards Team

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

We are pleased to announce that nominations are being accepted for the 2008 District Staff Awards. We encourage you to consider nominating an outstanding employee who meets the criteria listed on the enclosed Criteria for Nominations form.

This prestigious awards program was established to recognize superior service and ongoing contributions by the University's full-time staff. A total of 24 District Staff Awards will be given among six districts: Academic Affairs, Administrative Services, General Administration, Hospitals/Clinics, Other Health Sciences, and Student Affairs.

According to our records you are an employee in the General Administration District, which includes the offices receiving this memorandum. Only one nominee will be awarded in the General Administration District. You may nominate anyone from your district or from another district that meets the eligibility criteria. Both faculty and staff may make nominations.

The winner of the General Administration District award will receive a cash prize of \$500 and will be forwarded for consideration as one of six Staff Excellence Awards (formerly the Presidential Staff Awards), which consists of \$3000 cash and a plaque presented at a special recognition luncheon.

The Nomination Form is enclosed. On-line forms are available at www.hr.utah.edu/etc/psa/gen.pdf. Please evaluate your candidate carefully, referring to the eligibility criteria, and select someone who is truly deserving of this distinguished University recognition. The winner could be your nominee!

Nominations must be received by the chair of the district team, on or before 5 p.m. on May 5, 2008. Please forward to:

Shanna Erickson, Chair
General Administration District Staff Awards Team
Office of the VP for Research
210 Park
shanna.erickson@vpres.adm.utah.edu
TEL: 581-7236
FAX: 585-6212

Enclosures



2008 University of Utah District Staff Awards CRITERIA FOR NOMINATIONS

- One award will be given from the General Administration District. You may nominate anyone from your district or from another district who meets the eligibility criteria.
- In addition to receiving this district award, the winner will be forwarded as a candidate for the Staff Excellence Awards (formerly the Presidential Staff Awards). Vice President for Human Resources Loretta Harper, will select six staff award recipients. Each winner of the Staff Excellence Awards 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 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.** Nominators should check with their payroll reporters to obtain information about the nominee's (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/manager-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 on the attached form.
- Nominations MUST BE RECEIVED on or before, May 5th by 5:00 PM by:**

Shanna Erickson, Chair
General Administration District Staff Awards Team
Office of the VP for Research
210 Park
shanna.erickson@vpres.adm.utah.edu

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FAX: 585-6212



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 # _____

Nominee's supervisor may be contacted for verification.

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 _____

SEND TO: Shanna Erickson, Chair
General Administration District Staff Awards Team
Office of the Vice President for Research
210 Park
shanna.erickson@vpres.adm.utah.edu

TEL: 581-7236
FAX: 585-6212

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.