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**M E M O R A N D U M**

**TO:** **Employees** in the offices that report to: The President, VP for Institutional Advancement/University Relations/Development, Chief Human Resources Officer, 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 Excellence Awards Team

**SUBJECT:** 2009 University of Utah District Staff Excellence Awards and the 2009 University Staff Excellence Awards

We are pleased to announce that nominations are being accepted for the 2009 District Staff Excellence 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 Excellence 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, which consists of \$5000 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/General-Administration-District-Staff-Awards-Form.pdf](http://www.hr.utah.edu/etc/psa/General-Administration-District-Staff-Awards-Form.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!

**The chair of the district team must receive nominations before 5 p.m., May 11, 2009.**

Please forward to:

**Shanna Erickson, Chair**  
**General Administration District Staff Excellence Awards Team**  
**Office of the VP for Research**  
**210 Park**  
[shanna.erickson@vpres.adm.utah.edu](mailto:shanna.erickson@vpres.adm.utah.edu)  
**TEL: 1-7236**  
**FAX: 5-6212**

Enclosures



## 2009 University of Utah General Administration District Staff Excellence Awards CRITERIA FOR NOMINATIONS

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- 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. The Chief Human Resources Officer will select six campus-wide staff award recipients. Each winner of the Staff Excellence Awards will receive an award of \$5000 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 (by the nomination deadline) and be current FULL-TIME (0.75 FTE or greater) STAFF employees in good standing. 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 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 before 5:00 p.m., May 11<sup>th</sup>**

Shanna Erickson, Chair  
General Administration District Staff Excellence Awards Team  
Office of the VP for Research  
210 Park  
[shanna.erickson@vpres.adm.utah.edu](mailto:shanna.erickson@vpres.adm.utah.edu)  
TEL: 1-7236  
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2009 University of Utah  
General Administration District Staff Excellence Awards  
**NOMINATION FORM**

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**NOMINATION FORM MUST BE RECEIVED *BEFORE* 5:00 p.m., May 11<sup>th</sup>**

**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 excellent service and commitment. **If you require additional space, please attach no more than one single-sided sheet.**

**SERVICE EXCELLENCE:**

1. **What traits does the nominee exemplify that results in superior work performance? Is there some special achievement that should be recognized by this award? Please describe.**



2009 University of Utah  
General Administration District Staff Excellence Awards  
**NOMINATION FORM**

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**COMMITMENT TO UNIVERSITY:**

2. How does the nominee assist the department/institution in contributing to long-lasting benefits in the University community?

Nominated By \_\_\_\_\_ Telephone \_\_\_\_\_

Nominator's Signature \_\_\_\_\_ Department \_\_\_\_\_

**SEND** Shanna Erickson, Chair  
**TO:** General Administration  
District Staff Excellence Awards Team  
Office of the Vice President for Research  
210 Park  
[shanna.erickson@vpres.adm.utah.edu](mailto:shanna.erickson@vpres.adm.utah.edu)  
TEL: 1-72 36  
FAX: 5-6212

**NOMINATIONS MUST BE RECEIVED  
BEFORE 5:00 p.m., May 11<sup>th</sup>** via campus mail,  
e-mail as an attachment, or by FAX. Please  
make sure your nomination forms are  
complete. **Incomplete nominations WILL  
NOT be accepted.**