



MEMORANDUM

TO: University of Utah Employees

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

I am pleased to announce that nominations are now being accepted for the 2009 District Staff Excellence Awards. A total of twenty-four District Staff Excellence 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 each 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 Excellence Award winners will be recognized at a special luncheon where the six University Excellence Award winners will be announced. **Each University Staff Excellence Awards winner will be awarded \$5000 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 by the nomination deadline 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 the six Districts who meets the eligibility criteria. Please indicate the District on the nomination form.

Nominations are to be made on the attached Nomination Form, by e-mail as an attachment, or by fax. **Nominations must be received by the chair of the District Team, on or before 5 p.m. on May 11, 2009.** A list of District Chairs is provided on the last page.

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



2009 University of Utah District Staff Excellence Awards

CRITERIA FOR NOMINATIONS

- A total of 24 awards will be given from among six Districts. You may nominate a staff employee from any of the six Districts for this award who meets the eligibility criteria. Please indicate for which District 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 University Staff Excellence Awards. 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 \$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 for these awards 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 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 as an attachment, or by fax.
- Nominations MUST BE RECEIVED by the District Chair on or before, May 11th by 5:00 PM.**



2009 University of Utah 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 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 nominee that result in superior work performance. Is there some special achievement that should be recognized by this award? Please describe.



2009 University of Utah District Staff Excellence 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.

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



2009 University of Utah District Staff Excellence Awards NOMINATION FORM

DISTRICT STAFF AWARD CHAIRS

Academic Affairs District Staff Excellence Awards

Natasha Hansen, Chair
Office of the Senior VP for Academic Affairs
205 Park
natasha.aquayo@utah.edu

TEL: 581-866 1
FAX: 585-3312

General Administration District Staff Excellence Awards

Shanna Erickson, Chair
Office of the Vice President for Research
210 Park
shanna.erickson@vpres.adm.utah.edu

TEL: 581-723 6
FAX: 585-6212

Other Health Sciences District Staff Excellence Awards

Jane Sumner, Chair
College of Pharmacy
201 SKAGGS
jane.sumner@pharm.utah.edu

TEL: 585-611 9
FAX: 585-3300

Administrative Services District Staff Excellence Awards

Debbie Carlson, Chair
Administrative Services
219 VRT USB
debbie.carlson@fm.utah.edu

TEL: 581-651 0
FAX: 581-6081

Hospitals and Clinics District Staff Excellence Awards

Claudia Matthews, Chair
University Hospital Administration
5A224 SOM
claudia.matthews@hsc.utah.edu

TEL: 587-357 2
FAX: 585-5280

Student Affairs District Staff Excellence Awards Team

Brenda Young, Chair
Student Development/Research
270 Union
byoung@sa.utah.edu

TEL: 585-972 7
FAX: 585-5114