MEMORANDUM

TO: Student Affairs Staff
FROM: Kari Ellingson, Associate Vice President and Awards Selection Team
SUBJECT: 2015 University and Student Affairs Staff Excellence Awards

Nominations are invited for the Vice President for Student Affairs Award for Service Excellence. Up to three awards of $500 will be conferred. The purpose of this award is to recognize those individuals who render exceptional service to students, faculty, staff, and others in the University community, thus contributing to the Student Affairs goal of excellence in service. We all know staff members who consistently go above and beyond what is expected of them. Now is the time to celebrate these people.

Eligibility: All full-time and permanent part-time staff members with three or more years of service within Student Affairs, except Vice Presidents, Deans and Directors are eligible for nomination. Nominees should meet one or more of the criteria listed on the reverse of this letter (past awardees have shown excellence in most or all of the categories). The Selection Committee can only consider information provided in the nominating letter, so be sure to be thorough in your description of nominees qualifications.

Please note: Human Resources handles the University of Utah Staff Excellence Awards given in the Fall. Rather than a separate nomination process for the University of Utah Staff Excellence Awards, the representative from the Student Affairs “District” for University of Utah Staff Excellence Awards will be selected from among the three winners of the Student Affairs Award for Service Excellence. Of the twenty-four University “District” winners, six are chosen to receive the University of Utah Staff Excellence Awards of $5,000 and a special plaque.

You may nominate anyone in the Student Affairs District or any other District who meets the eligibility criteria. Please indicate which District Staff Award the staff employee is being nominated for on the form.

Nominations must be made on the following form and submitted by campus mail, e-mail as an attachment, or fax. An electronic submission is also available.

It is important that nominations be received no later than 5 p.m. on June 19, 2015. Please send to:

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

TEL: 585-9727
FAX: 585-5114
Student Affairs Vice President's Award for Service Excellence

Established in 1989, the Vice President's Award for Service Excellence acknowledges Student Affairs professionals who have shown superior service to the University community. The annual awards recognize outstanding people from Student Affairs agencies across the campus community. The award is not intended to recognize vice presidents, deans or directors.

Criteria for consideration: Nomination letters must show how the nominee meets these criteria (most successful nominations address all of the criteria):

- Full or permanent part-time staff status with at least three-years of service within Student Affairs at the University of Utah.
- Service Excellence: Nominees should demonstrate creativity and self-motivation in solving problems and providing service to students, faculty, staff, and University visitors.
- Excellence within job category: Candidates should demonstrate superior competence in fulfilling their job.
- Excellence beyond job category: Nominees should go above and beyond their own position and expectations of their basic job description.
- Commitment to teamwork: Nominees should be resourceful people who are committed to getting work done with care, concern and respect for others.
- Inter-agency cooperation: Candidates should be people who build networks and communicate well with campus agencies outside their own.

Nomination Procedure

- Nominations may be made on the attached form or by separate letter. Nominations must be in writing to be considered.
- Nominations may be made by any member of the University community (student, staff, or faculty), but are particularly invited from staff members of Student Affairs. All are encouraged to participate in recognizing qualified and deserving staff. All nominations will be considered individually, regardless of home department.
- Nominations must be submitted to Student Development, 270 Union, by 5:00 p.m. June 11, 2015.
- The committee will only consider persons for whom nominations have been received by the deadline.
Please TYPE or PRINT. Please provide all information.

Name of Nominee ________________________________  Employee ID # ________________
Present Position ________________________________  Telephone # ________________
Department ________________________________  Date of Full-Time Hire ________________
Nominee’s Supervisor ________________________________  Supervisor’s Phone # ________________

MARK ONE:

This person works in my District and is being nominated for the Student Affairs Staff Excellence Awards __

This person works in a different District and is being nominated for the District Staff Excellence Awards __

Insert District Name

Please respond to the following questions. Where possible 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.
2. How does the nominee assist the department/institution in contributing to long-lasting benefits in the University community?

Nominated By  

Nominator’s Signature  

Telephone  

Department  

SUBMIT TO: Brenda Young, Chair  
Student Affairs DSEA Team  
Student Development/Research  
270 Union  
byoung@sa.utah.edu  
TEL: 585-9727  
FAX: 585-5114  

Nominations must be received no later than 5:00 p.m. on June 19th by CAMPUS MAIL, E-MAIL as an attachment, FAX, or electronic submission. Please make sure your nomination forms are complete.