MEMORANDUM

DATE: April 2015
TO: Academic Affairs Employees
FROM: Academic Affairs District Staff Excellence Awards Team
SUBJECT: 2015 University and District Staff Excellence Awards

We are pleased to announce that nominations are now being accepted for the 2015 Academic Affairs District Staff Excellence Awards (DSEA). According to our records, you are an employee in this District. We will present four awards in our District. A total of 24 DSEA winners will be selected from five Districts: Academic Affairs, Academic Health Sciences, Administration, Hospitals/Clinics, and Student Affairs. In addition to receiving the District Staff Excellence Award, the selected employees will have their names forwarded as nominees for one of six University Staff Excellence Awards (USEA). All 24 DSEA recipients will be recognized at a luncheon where the six USEA winners will be announced. Each USEA recipient will receive a $5,000 honorarium and a special plaque. A perpetual plaque with the names of all USEA recipients is displayed in the Human Resources Building at 420 Wakara Way.

This prestigious awards program is to recognize superior service and ongoing contributions by the University’s full-time staff. Nominees must have a minimum of three years continuous service to the University of Utah by the nomination deadline to be eligible. Please evaluate your nominee carefully, referring to the “Criteria for Nominations” attached to this memorandum, and select someone truly deserving of this important University recognition. 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.

You may nominate anyone in the Academic 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.

The deadline for nominations is 5 p.m. on June 19, 2015.

Kataleeya Kumsooktawonge, Chair
Office of the Sr. VP for Academic Affairs
205 Park
kataleeya.k@utah.edu

TEL: 581-8661
2015 University of Utah
Academic Affairs District Staff Excellence Awards

CRITERIA FOR NOMINATIONS

☐ 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 STAFF employees (0.75 FTE or greater) in good standing to be nominated. Nominators should check with their payroll reporters to obtain the nominees’ (1) Employee ID and (2) date of full-time hire. This information must be included on the nomination form.

☐ 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

- 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

- 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 following form and submitted by campus mail or e-mail as an attachment. An electronic submission is also available.

☐ It is important that nominations be received no later than 5:00 p.m., June 19th by:

Kataleeya Kumsooktawonge, Chair
Office of the Sr. VP for Academic Affairs
205 Park
kataleeya.k@utah.edu
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NOMINATION FORM

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 # ___________
Cognizant Vice President ___________________________ Vice President’s Phone # ___________

MARK ONE:

This person works in my District and is being nominated for Academic Affairs District Staff Excellence Awards.  ____

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

Insert District Name

Referring to the attached Criteria for Nominations please respond to the following questions. Where possible 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. Letters of support are acceptable.

SERVICE EXCELLENCE:

1. What traits are exemplified by the nominee resulting in superior work performance. Is there some special achievement that should be recognized by this award? Please describe.
2015 University of Utah
Academic Affairs 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 or e-mail as an attachment. Please note that electronic submittals will be confirmed with the person originating the form.

SUBMIT Kataleeya Kumsooktawonge, Chair
TO: Office of the Sr. VP for Academic Affairs
   205 Park
   Kataleeya.k@utah.edu

TEL: 581-8661

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