DATE: April 2015
TO: Employees in the Office of the VP for Health Sciences, School of Medicine, College of Nursing, College of Health, College of Pharmacy, Health Sciences Development Office, and Health Sciences Library
FROM: Academic Health Sciences District Staff Excellence Awards Team
SUBJECT: 2015 University of Utah and District Staff Excellence Awards

We are pleased to announce that nominations are now being accepted for the 2015 Academic Health Sciences District Staff Excellence Awards (DSEA). According to our records, you are an employee in this District. We will present five awards in our District. A total of twenty-four 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 Award, the selected employees will have their names forwarded as nominees for one of six University Staff Excellence Awards (USEA). All 24 District Staff Award recipients will be recognized at a luncheon where the six USEA winners will be announced. Each USEA winner 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 Health Sciences District or any other District who meets the eligibility criteria. Please indicate on the form which District Staff Award the staff employee is being nominated for.

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

Tahanie Branz, Chair
Academic Health Sciences District Staff Excellence Awards Team
Biomedical Informatics
421 Wakara Way, Ste 140
tahanie.branz@utah.edu
TEL: 213-3377
Nominees for these awards must have at least 3 years of continuous service to the University of Utah 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 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 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:

**Tahanie Branz, Chair**  
Academic Health Sciences District Staff Excellence Awards Team  
Biomedical Informatics  
421 Wakara Way, Suite 140  
tahanie.branz@utah.edu  
TEL: 213-3377
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 Other Health Sciences 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.

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.
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 ________________

Please note that electronic submittals will be confirmed with the person originating the form.

SUBMIT TO: Tahanie Branz, Chair
Biomedical Informatics
421 Wakara Way, Suite 140
tahanie.branz@utah.edu
TEL: 801-213-3377

Nominations must be received no later than 5:00 p.m. on June 19th by CAMPUS MAIL, E-MAIL as an attachment, or electronic submission.

Please make sure your nomination forms are complete.