MEMORANDUM

DATE: May 2018

TO: University of Utah Academic & Student Affairs

FROM: District Staff Excellence Awards Team

SUBJECT: 2018 University of Utah and District Staff Excellence Awards

Nominations are now being accepted for the 2018 University of Utah Academic & Student Affairs District Staff Excellence Awards (DSEA). According to our records, you are an employee in this District.

Changes to the program this year bring nomination criteria in line with the University’s four major strategic goals and a total of eight awards will be presented at the University level - two from each goal.

A total of 24 DSEA winners will be chosen from four Districts: Academic & Student Affairs, University of Utah Health Academics, Administration, and University of Utah Health Hospitals/Clinics with five representing our District. In addition to being acknowledged at the District level, the nominations of selected employees’ will be forwarded for consideration for the University Staff Excellence Awards (USEA). All 24 DSEA recipients will be recognized at a luncheon hosted by President Watkins. The eight USEA recipients will receive a $3,750 honorarium and a personalized plaque.

You may nominate anyone in the University of Utah Academic & Student Affairs, or any other District, who meets the eligibility criteria. Please indicate which District and which goal the employee is being nominated for. Please see the attached document for criteria and nomination forms.

The deadline for nominations is 5 p.m. on June 20th, 2018.

- 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’ Employee UID and 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. No Self Nominations.
2018 University of Utah Staff Excellence Awards

NOMINATION FORM

This award recognizes superior performance specifically related to the University’s 4 Major Strategic Goals:

- **Promote Student Success to Transform Lives**
  - Expand scholarship opportunities and strategically align scholarships with access, achievements, and completion goals
  - Deploy data analytics and retention reporting systems to facilitate improvement in student support and services
  - Extend U Online to increase access to U programs and promote completion
  - Increase participation in high impact programs (deeply engaged learning opportunities)
  - Enrich and expand learning communities to include honors, transfer, sophomore, and living and learning communities

- **Develop & Transfer New Knowledge**
  - Transformative Excellence Program: Recruit clusters of high achieving faculty in target areas of strength and societal relevance to ensure vibrant future
  - Increase diversity of faculty, including women in science and engineering
  - Enhance graduate program quality and student support to enable recruitment and education of top talent
  - Build program quality in key areas

- **Engage Communities to Improve Health & Quality of Life**
  - Provide transformative and innovative health care
  - Enable exceptional quality patient care
  - Expand outreach and engagement to shape and improve the U
  - Engage communities in broad range of campus offerings, from arts to athletics to lifelong learning opportunities
  - Increase access to the U through online offerings
  - Partner with communities to meet critical needs and enhance access to the U

- **Ensure Long-Term Viability of the University**
  - Improve physical facilities and campus infrastructure to support core operations
  - Promote efficiency in all aspects of university operations
  - Reduce impact of the U on the environment
  - Ensure effective communication with stakeholders and build support for university initiative with legislative, corporate, private partners
  - Achieve an appropriate balance among affordability, access, and quality across the institution
  - Engage in continuous improvement practices across the university

☐ Nominations may be made by faculty or staff on the following form and submitted to your **District Chair**.

☐ It is important that nominations be received no later than 5:00 p.m., June 20th by:

Please TYPE or PRINT. Please provide all information.
2018 University of Utah Staff Excellence Awards

NOMINATION FORM

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 Administration Staff Excellence Award

This person works in a different District and is being nominated for the District Staff Excellence Award ______________

Insert District Name

AREA OF NOMINATION (MARK ONE):

- [ ] Promote Student Success to Transform Lives
- [ ] Develop and Transfer Knowledge
- [ ] Engage Communities to Improve Health & Quality of Life
- [ ] Ensure Long-Term Viability of the University

Referring to the Criteria for Nominations, describe in detail, providing specific examples, the traits, attitudes and actions taken by the nominee which clearly demonstrate their support of the strategic goal.
2018 University of Utah Staff Excellence Awards

NOMINATION FORM

Nominated By ___________________________  Telephone ________________
Nominator’s Signature ___________________________  Department ________________

Nominations must be received no later than 5:00 p.m. on June 20th by CAMPUS MAIL, E-MAIL as an attachment, or electronic submission. Please make sure your nomination forms are complete.