

## **2020**

## **UMCES Staff Excellence**

## **Award**

**It’s nomination time for the**

# For more information, please contact:

# Michelle Prentice

# UMCES Staff award committee

Email:mprentice@umces.edu

**UMCES Staff Excellence Award**

**A Staff Council initiative, approved by the Administrative Council,** this awardrepresents an honor bestowed by the University of Maryland Center for Environmental Science (UMCES) for achievements of Exempt and Nonexempt Staff. The award is presented to an individual Staff member who consistently demonstrates a high level of commitment and dedication to UMCES, has a positive impact on their work environment, is flexible and demonstrate cooperation and collaboration among their peers and supervisor while carrying out their job duties.

# **CATEGORIES:**

# **Exceptional contribution to the institution and/or unit to which the person belongs**

# **Outstanding service to students in an academic or residential environment**

# **Extraordinary public service to the university or the greater community**

# **Effectiveness and efficiency regarding an academic or administrative transformation with a savings of $10,000 or more**

# **For more information, please contact:**

# **Sherrye Larkins**

# **CUSS – USM BOR Staff Award Committee Chair** [**Email: BORStaffawards@coppin.edu**](mailto:Email:%20%20BORStaffawards@coppin.edu)

*Award submissions will be reviewed by the UMCES Staff Council Award Committee. The Awards Committee may provide up to two top ranked candidates for the award. The UMCES Executive Council will make the final award selection.*

The winner will receive a $500.00 stipend and a plaque in recognition of the award being received. The award winner will be announced in September each year.

**Eligibility**

* Any UMCES employee may nominate a Staff member, Staff members may also nominate themselves.
* Nominee must be a Staff employee of the UMCES community, including all Staff employees in Regular and Contingent II status.
* Nominee must have been employed at UMCES for at least two (2) consecutive years.

* Members of the Executive Council are not eligible.

**Nomination Packet**

A nomination packet must be generated for each nominee that includes the following documents, organized in the order listed:

1. **Nomination Cover Sheet -** a nomination cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**
2. **Nomination Letter** - a letter must accompany each nominee packet completed and signed. This letter is to give testimony of exemplary performance. Please limit to two pages.
3. **Supervisor Letter-** a letter from the nominee’s supervisor sponsoring the application and giving testimony of exemplary performance. This is a requirement even if the supervisor is the person nominating.
4. **Letters of Recommendation –** include at least 1 letter of recommendation that explains what makes this individual exceptional. Recommendations are welcomed from persons external, as well as, internal to the institution and should include information on how to contact the author. Printed emailed letters are acceptable. Please limit each recommendation to one page.
5. **Supporting Materials -** any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are **relevant to the award,** limited to 4-5 pages total.

**Note:** if the nominator and the supervisor are the same person, or if the supervisor is also writing the letter of recommendation, the committee should receive two separate letters that are not duplicates. This will contribute to the consistency, accuracy, and ease of review of the nomination packets.

**Submission of Packages**

Electronically submit a PDF copy of each nomination packet by June 30, 2020 to [mprentice@umces.edu](mailto:mprentice@umces.edu). Please mark the subject line as "**UMCES Staff Excellence Award Nomination**." All applicants will receive an email confirmation acknowledging receipt of the package.  If you do not receive a confirmation by July 2, 2020 your package was not received.  Please limit the nomination packet to the requested relevant materials. More is not necessarily better.

**Selection Process**

The UMCES Staff Award Committee will review nomination packets and submit their recommendations to the UMCES Executive Council. Winners will be announced in September.

**Questions**

If you have questions concerning the UMCES Staff Excellence Award, please contact the representative from your unit or lab or you may direct questions to Michelle Prentice, UMCES Staff Award Committee at [mprentice@umces.edu](mailto:mprentice@umces.edu)

**UMCES STAFF EXCELLENCE AWARD**

**NOMINATION COVER SHEET**

Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Employed at UMCES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Employed in Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Laboratory or Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exempt \_\_\_\_\_\_\_\_\_\_ Nonexempt \_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**One Electronic submission (PDF file) is required. Send to** [mprentice@umces.edu](mailto:mprentice@umces.edu)

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Nominator’s Name (please print) Laboratory or Unit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s E-Mail Phone Number (work)

Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for rating the UMCES Staff Excellence Award**

Name of the nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Packet includes all required documentation: Yes\_\_\_ No\_\_\_

Nominee meets eligibility requirements: Yes \_\_\_\_\_ No\_\_\_\_

Evaluate nominees on demonstrated consistent high level commitment and dedication to UMCES, positive impact on their work environment, flexibility and cooperation and collaboration among their peers and supervisor while carrying out their job duties.

**Rating scale:**

4. Evidence of exceptional performance providing numerous, detailed and relevant examples.

3. Evidence of strong performance providing several relevant examples with some detail.

2. Evidence of reasonable performance providing some relevant examples with minimal detail.

1. Evidence of minimal performance.

0. No evidence of good performance or irrelevant information.