

## UB Staff Recognition Awards Nomination Packet

In keeping with our strategic goals of:

- Enhancing the UB learning experience
- Growing enrollment to serve State educational and workforce needs
- Achieving national ranking and recognition in select academic areas
- Securing the necessary resources to fully implement and support the UB's overarching vision

the purpose of UB Staff Recognition Awards is to acknowledge and celebrate the achievements of outstanding and exceptional contributors to UB's mission and vision.

Separate and distinct from other forms of recognition and awards, the UB Staff Recognition Program honors up to six annual exempt and non-exempt staff award recipients in each of the following categories:

- Outstanding Service to the UB Community
- Exceptional Contribution to the Mission of the University
- Extraordinary Public Service to UB and the Greater Community

### Eligibility and Requirements

For award eligibility, UB staff must meet the following criteria:

- Regular or Contingent II fulltime staff
- One full year of UB employment prior to April 1, 2021
- Current annual overall performance rating of 'meets standards' or greater
- Nominee's consent to nomination prior to the submission

### Staff Awards Review Committee

President Schmoke has appointed a three-member committee consisting of one exempt staff member, one non-exempt staff member and one administrator whose charge is to review nomination packets and recommend award winners.

### Process

Supervisor, fellow employees, UB clients or members of the general public may nominate staff members in one of the three award categories. All nominations must be submitted through the staff member's immediate supervisor and endorsed by the appropriate division leader.

The Staff Awards Review Committee evaluates nominations and final recommendations are forwarded to the President.

### Deadlines

The deadline for submission of nominations to the Office of Human Resources is **May 7, 2021**.

### Nomination Package

A nomination packet must include the following, completed in full and in this order:

1. Nomination Cover Sheet (see attachment)
2. Nomination Letter identifying the category for which the staff member is being nominated with unambiguous acknowledgment and examples of exemplary performance in that category
3. Optional- at least two (2) but not more than five (5) letters of recommendation for recognizing the nominee with an award
4. Optional supporting material - Any additional materials (e.g. awards, resumes, letters of recommendation, recognitions) that reflect accomplishments relevant to the award category (not to exceed 10 pages)

Although extensive documentation is not a requirement, nominations must contain material sufficient to acquaint the Committee with the nature and quality of the staff person's achievements.

### **Awards**

In each category recognized the honored recipient with a \$1,000 cash award.

### **Submission Process**

All nominations must be submitted through the staff person's immediate supervisor and endorsed by the appropriate division head.

The original nomination and supporting documentation must be submitted to the Office of Human Resources by 5:00 pm on Friday, May 7, 2021.

Recipients will be honored during UB's Employee Recognition event in May or June.



## University of Baltimore Staff Recognition Awards Nomination Cover Sheet

Date: \_\_\_\_\_

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

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Exempt       Non-exempt  
(Full Time Regular or Contingent II Staff)

**Please check one category for which the employee is being nominated:**

- Outstanding Service to the UB Community
- Exceptional Contribution to the Mission of the University
- Extraordinary Public Service to UB and the Greater Community

**Please check and attach each of the following, in the order given:**

- Nomination Cover Sheet
- Nomination Letter
- At least two (2) but no more than five (5) letters of award recommendation
- Optional supporting material, not to exceed ten (10) pages

**Original nomination packets must be submitted to the Office of Human Resources by 5:00 pm on Friday, May 7, 2021.**

\_\_\_\_\_  
Nominator's Name (please print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Nominator's E-mail

\_\_\_\_\_  
Office Phone

**Nominator's Signature:** \_\_\_\_\_