UB Staff Recognition Awards Nomination Packet

In keeping with our strategic goals of:

- enhancing the learning experience at UB,
- growing enrollment to serve state educational and workforce needs,
- achieving national ranking and recognition in select academic areas, and
- securing the necessary resources to fully implement and support the University of Baltimore’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 June 30, 2015.
- Current annual overall performance rating of ‘meets standards’ or greater.
- Nominee’s consent to nomination prior to the submission.

Staff Awards Committee

A three-member committee consisting of one exempt staff member, one non-exempt staff member and one administrator will be appointed by the President of the University or his designee. Committee members will serve staggered terms of up to three years each.

Process

The staff member's supervisor, fellow employees, clients of the University or members of the general public may nominate staff members for these awards. All nominations must be submitted through the staff member's immediate supervisor and endorsed by the appropriate department head. Nominations are then reviewed by the Staff Awards Committee and final recommendations made by that committee to the President.
Deadlines

The deadline for submission of nominations to the Committee is August 5, 2015.

Nomination Package

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

1. Nomination Cover Sheet (see below) - Cover sheet must be completed and signed.
2. Nomination Letter - Identifies the category for which the staff member is being nominated with unambiguous acknowledgment and examples of exemplary performance in that category.
3. At least two (2) but not more than five (5) letters of recommendation for the 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 individual's achievements.

Awards

In each category, a $1000 cash prize will be awarded.

Submission Process

All nominations must be submitted through the staff member's immediate supervisor and endorsed by the appropriate department head. The original nomination and supporting documentation must be submitted to the Office of Human Resources by 5 p.m. on August 5, 2015. Nominations will be reviewed by the Staff Awards Committee and final recommendations made by that committee to the President.

Announcements of the award recipients will be made at the Convocation ceremony.
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 packet documents must be submitted to the Office of Human Resources by August 5, 2015.

Nominator's Name (please print) ________________________________ Department ________________________________
Nominator's E-mail ________________________________ Office Phone ________________________________
Nominator's Signature: ________________________________