

ME Staff Excellence Award Nomination Form

Nomination Period:

January 3 - 31 at noon

Current Members of the Judging Committee (as of Fall 2008):

Dr. Jeremy Myers, Dr. Rich Crawford, Prabhu Khalsa, Derrick Ozuna, Laura Iacoviello, Theodore Argo

Eligibility:

ALL Mechanical Engineering employees who have met the following criteria for at least the previous consecutive twelve months (nominee must be appointed with Mechanical Engineering for at least one year, starting September 1, 2007, at the latest):

1. Hold a Classified Title;
 2. Hold a Regular Appointment (as currently defined by the University - see the Department Executive Assistant for clarification as needed);
 3. Belong to a M.E. Academic or Research Group that reports to the Department Chair.
- *The Executive Assistant and members of the Judging Committee are ineligible.*
 - *The Nominee's supervisor must verify that no job performance issues exist (or such issues have been resolved within the award period).*

For details, please see: <http://www.me.utexas.edu/committees/staff/about.php>

Instructions to Nominator:

- 1) Confirm Nominee's compliance with eligibility criteria with the ME Department's Executive Assistant. This should be done before proceeding.
- 2) Complete Staff Excellence Award Nomination Form.
- 3) Solicit and obtain required supporting letters (three letters). The nominator should complete the nomination form and include a letter of support that will be counted as one of the three letters required.
- 4) Compile nomination packet, binder-clipped, in this order, front to back:
 - a) Completed Nomination Form,
 - b) Originals of Required Letters of Support (three letters).
- 5) By the designated deadline, submit the nomination packet in a sealed envelope addressed to Dept. Staff Excellence Award Committee, in the designated Drop Box (located at ETC 5th elevators).
- 6) If a Nominator is re-submitting a Nominee's nomination for consideration, be certain that all nomination letters are dated within the current award period.
- 7) Nominator should not make Nominee aware of his/her nomination.

ME Staff Excellence Award Nomination Form

I am nominating:

First Name: _____ Last Name: _____

Title: _____ Area: _____

Nominator:

First Name: _____ Last Name: _____

Phone: _____ Email: _____

Based on the following: (Check all that apply)

Productivity - Advanced Morale - Innovation

Criteria:

Outstanding dedication, competence, conscientious performance, excellent customer service, or ingenuity. Must have had, or is having, a significant impact on the Department. Criteria for nomination include:

- 1) Nominee has contributed to and demonstrated a commitment to the Department's core values and goals.
- 2) Nominee has significantly improved customer service or increased customer satisfaction for specific Departmental customers.
- 3) Nominee has significantly improved a work process or system, or has significantly increased the efficiency of an operation or unit.
- 4) Nominee has demonstrated an exceptional ability to foster collaboration, communication, and cooperation among colleagues and University constituents.
- 5) Nominee has performed at a level above and beyond normal job requirements. Please describe:

- End of Nomination Form - Last updated December 9, 2008 -