

M E Staff/Supervisor Excellence Award

INSTRUCTIONS

This annual award was established to recognize and honor staff members who have distinguished themselves and contributed significantly to the effectiveness of the teaching, advising, administrative, and research efforts of the Department. The nomination process also gives the staff an option to nominate their supervisor for an Outstanding Supervisor Award. The Outstanding Supervisor Award honors and recognizes outstanding leadership, dedication, competence, communication, integrity, equity, and inclusion that has had a significant impact on the Department.

This award will be given annually in the Fall semester to two (2) selected staff members. The two (2) selected will receive a \$1,000 award, a personalized appreciation plaque, and, if eligible, will be nominated for the Cockrell School of Engineering Staff Excellence Award and next year's UT Austin Outstanding Staff Award. If the Award Selection Committee does not choose a recipient, there is no requirement that an award be granted each year.

M E Nominee Eligibility

- Employed by the Walker Department of Mechanical Engineering for at least one (1) year prior to the nomination end date.
- Appointed in a M E classified title for twenty (20) hours or more per week.
- Staff members who have received the award within the past three (3) years is ineligible.

Eligible Nominators

All M E faculty, staff, and students may make nominations.

Nomination Criteria

Outstanding dedication, competence, conscientious performance, excellent customer service, or ingenuity. Must have had a significant impact on the Department.

- Criteria for nomination for the ME Staff Excellence Award include:
 - Nominee has contributed to and demonstrated a commitment to the Department's core values and goals;
 - Nominee has significantly improved customer service or increased customer satisfaction for specific departmental constituencies;
 - Nominee has significantly improved a work process or system, or has significantly increased the efficiency of an operation or unit;
 - Nominee has made significant contributions to fostering diversity, equity, and inclusion within the Department;
 - Nominee has demonstrated an exceptional ability to foster collaboration, communication, and cooperation among colleagues and University constituents; and/or
 - Nominee has sustained performance record at a level above and beyond normal job requirements.
- Criteria for nomination for the ME Outstanding Supervisor Award include:
 - Nominee is currently functioning in a supervisory capacity;
 - Nominees demonstrates exceptional leadership ability;

- Nominee creates a positive and motivating work environment.
- Nominee has made noteworthy contributions to fostering diversity, equity, and inclusion within the Department;
- Nominee maintains open lines of communication within the department and throughout the university;
- Nominee encourages professional development;
- Nominee demonstrates fairness and equity in resolving issues.

Nomination Process

Along with the nominators letter, the packet should include no more than two (2) succinct narrative letters of support that address the criteria for selection, citing specific examples. The maximum length of each letter is one page. Please complete the nomination form with:

- Name of Nominee
- Nominee's Official UT Title
- Name of Nominator
- Email of Nominator

Submit nomination packets to <http://www.me.utexas.edu/staffawards>. Please keep nominations confidential.

Nomination Deadline

Friday, February 16

M E Staff Excellence Award

NOMINATION FORM

This nomination form should be the first page of your nomination packet.

Along with the nominators letter, the packet should include no more than two (2) succinct narrative letters of support that address the criteria for selection, citing specific examples. The maximum length of each letter is one page. Submit nomination packets to the M E Staff Excellence Award BOX folder (<http://www.me.utexas.edu/staffawards>) no later than 5 p.m. on Friday, February 16.

ELIGIBLE NOMINEES INCLUDE:

Asar Alkebulan	Ricardo Palacios
Mary Cantu-Garcia	Justin Pollok
Jessica Dai	Kelly Smith
Kelly Frazer	Kevin Smith
Vickie Grier	Yolanda Soriano
Israel Gutierrez	Jason Spivey
Sam Kirkland	Jamie Svrcek
Sarah Laney	Ashlee Vrana
Kevin Maltsberger	

I am nominating:

Name: _____

Title: _____

For award:

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ME Staff Excellence Award

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ME Outstanding Supervisor Award

Nominator:

Name: _____

Email: _____