



CHANCELLOR'S AWARD

FOR STAFF EXCELLENCE

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NOMINATION FORM 2011

Each year the Chancellor gives three awards to outstanding UMSL staff members. The \$1,000 awards are intended to recognize individual staff contributions to the University in each of three staff categories - administrative/professional, office/technical, and service/maintenance. A committee appointed by the Chancellor will review the nominations and recommend one individual from each category to receive an award. All staff members, except those who have won the award in the past three years, are eligible for nomination.

CRITERIA FOR NOMINATION AND SELECTION

Awards will be given to three employees who have consistently demonstrated professional excellence in service to UMSL, its students, faculty and staff, and who have performed their work at a level of excellence which has consistently exceeded expectations. Nominations will be reviewed based on information provided on these forms as well as their overall records at UMSL.

Nominees must:

1. Be non-academic, benefit-eligible employees employed with UMSL for at least one year.
2. Be in a staff position at the level of "Director" or below.
3. Have no disciplinary actions within the last two years.
4. Have a "meets" or "exceeds expectations" rating or equivalent on most recent performance appraisals.
5. Not have won a Chancellor's Excellence Award within the past three years.

Due to the amount and the timing of the award, supervisors may NOT nominate subordinates and subordinates may NOT nominate supervisors to prevent the perception of favoritism. Self-nominations and other nominations which may violate University conflict of interest rules will not be considered.

HOW TO NOMINATE AN UMSL STAFF MEMBER

1. Complete and sign the nomination form.
2. You may attach an additional sheet of paper if necessary.
3. If you need assistance in preparing a nomination, call Human Resources (516-7219).
4. Return nomination by campus mail to:
Nancy Draper
Administrative Associate
Human Resources
211 General Services Building

Deadline for nomination: *July 14, 2011*

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I wish to nominate: _____
Employee's Name

Title *Department Name*

for an award for staff excellence based on the following qualifications (areas of consideration include, but are not limited to, those listed below):

1. Demonstrates exceptional competence in area of responsibility.
How? **(Please provide specific examples – “like the time when...”)**

2. Demonstrates exceptional commitment to helping UMSL achieve its goals and to making it a successful organization.
How? **(Please provide specific examples – “like the time when...”)**

3. Demonstrates exceptional interactive skills with customers and co-workers.
How? **(Please provide specific examples – “like the time when...”)**

4. Other comments or examples of excellence.

Nominator (Signature)

Nominator (Print Name)

Relationship: co-worker, student, etc.

Nominator's campus address and phone number

Date Submitted