



It's nomination time for the

2016 - 2017
University System of Maryland
Board of Regents

STAFF AWARDS

AWARD CATEGORIES:

- ❖ **Exceptional contribution to the institution and/or unit to which the person belongs**
- ❖ **Outstanding service to students in an academic or residential environment**
- ❖ **Extraordinary public service to the university or the greater community**
- ❖ **Effectiveness and efficiency regarding an academic or administrative transformation with a savings of \$10,000 or more**

For more information, please contact:

Deniz Erman & Trenita Johnson
CUSS- USM BOR Staff Award Co chairs
Email: CUSSBOR@usmd.edu



Board of Regents Staff Awards

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents' Staff Awards represents the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt Staff employees from institutions within the University System of Maryland. The awards are presented to individual Staff employees who have demonstrated excellence in one of the following categories.

1. *Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs*
2. *Outstanding Service to Students in an Academic or Residential Environment*
3. *Extraordinary Public Service to the University or Greater Community*
4. *Effectiveness and Efficiency*

There are two awards given in each of the 4 categories – one for an Exempt Staff employee and one for a Non-exempt Staff employee. In the Effectiveness and Efficiency category an award can be given to two exempt **or** two nonexempt staff employees **or** one exempt and one nonexempt. Each awardee will receive a \$2,000.00 stipend and a plaque in recognition of the award being received. It is recommended that your Institution publicize the accomplishments of those outstanding individuals granted this honor. Awards will be announced late June 2017 and formally presented to the awardees at a Board of Regents meeting in the early fall of 2017.

Award Categories

Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:

- A creative and implemented approach to process improvements.
- Original idea that contributed to the success of the unit/institution
- A Staff employee who is in a non-leadership position that provided leadership, team building and/or facilitated a team or project that enhanced the organization
- A Staff employee in a leadership position that consistently grows their organization by mentoring and growing each of their subordinates

Outstanding Service to Students in an Academic or Residential Environment:

- Although not part of their job description, someone who consistently makes a difference in student lives
- Contributed to an innovative, original idea that implemented and transformed an aspect of the “student experience”

Extraordinary Public Service to the University or Greater Community:

- A personal dedication to a project or cause that definitively improved the greater community
- Staff employee of the USM community who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community
- The award is based on a sustained record of service over a period of years carried out through the individual's role(s) in the University rather than as a private citizen



Award Categories cont.

Effectiveness and Efficiency:

- To publicly recognize exemplary ideas that, when implemented, will serve to further the University System of Maryland's goal to continually increase the effective and efficient use of its resources. One award from the listed categories may be made for an exemplary initiative that has the potential to be implemented system-wide.

Awards shall be bestowed in the following two categories:

Academic Transformation

- Improved learning and a minimum cost savings of \$10,000.00

Administrative Transformation

- Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000.00

- In addition to the existing application procedures, the nominee's packet needs to include:
 1. A brief description of the innovative initiative
 2. Potential benefits
 3. Magnitude (single/multiple institutions or system-wide)
 4. Effectiveness and efficiency to be attained (including estimated cost and/or resource savings)
- Award recipients may be invited to address the Board.

For further detail on current initiatives, applicants will be advised to review the Effectiveness & Efficiency reports available at: <http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index>

Eligibility

- ❖ Any employee may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves.
- ❖ Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees in Regular and Contingent II status.
- ❖ Nominee must have been employed at their institution for at least five (5) consecutive years.
- ❖ Consideration will be given to sustained performance in the category nominated which occurred during the past 5 consecutive years.
- ❖ CEO's (Chancellor and Presidents), Officers and Sr. Leadership are not eligible.



Nomination Packet

A nomination packet must be generated for each nominee that includes the following documents, organized in the order listed:

1. **Nomination Cover Sheet** - a nomination cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**
2. **Nomination Letter** - a letter must accompany each nominee packet completed and signed. State the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two pages.
3. **President Endorsement Letter** - an endorsement letter from the institutions President must accompany each nominee packet. The letter shall state the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two pages.
4. **Position Description** - position descriptions must include the purpose of the position and specific job duties listed in detail. Please use template included on final page of this packet only (no resumes). The position description must be signed by the employee's supervisor.
5. **Letters of Recommendation** - include (3) one page letters of recommendations that discuss what makes this individual exceptional in the category nominated. Recommendations are welcomed from persons external, as well as internal, to the institution and should include information on how to contact the author. **Letters must be in support of the candidate's activities as they relate to the category for which he/she is being nominated.** Printed emailed letters are acceptable. Please limit to one page.
6. **Supporting Materials** - any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are **relevant to the award category**. Material should be current (during past 5 years) limited to 4-5 pages in length.

Submission of Packages

Email one electronic (PDF preferred) copy of each nomination packet by Friday, February 3, 2017 to CUSSBOR@usmd.edu. Please mark the subject line as "BOR Award Nomination." All applicants will receive an email confirmation acknowledging receipt of the package. If you do not receive a confirmation by Friday, February 10, 2017, your package was not received. Please limit the nomination packet to the requested relevant materials. More is not necessarily better.

It is not the intention of the Board of Regents University System of Maryland Staff Awards Committee to require excessive documentation. However, nominations must contain sufficient material to acquaint the Awards Committee with the nature and quality of the individual's achievements.

Selection Process

The Council of University System Staff will review nomination packets and submit recommendation for awards to the Board of Regents. Winners will be announced in early summer with a formal presentation of the award recipients by the Board of Regents in early Fall 2017.

Questions

If you have questions concerning the Board of Regents Staff Awards, please contact the representative from your home institution or you may direct questions to: Deniz Erman & Trenita Johnson, Co-Chairs, CUSS BOR Staff Awards & Recognition Committee at CUSSBOR@usmd.edu



**UNIVERSITY SYSTEM OF MARYLAND
BOARD OF REGENTS STAFF AWARD**

NOMINATION COVER SHEET

Name of Nominee: _____

Years Employed at Institution: _____ Years Employed in Position: _____

Institution: _____ Department or Unit: _____

Address: _____

Position Title: _____ Exempt _____ Nonexempt _____

E-Mail Address: _____ Work Phone: _____

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

- _____ Exceptional contribution to the institution and/or unit to which the person belongs
- _____ Outstanding service to students in an academic or residential environment
- _____ Extraordinary public service to the university or to the greater community
- _____ Effectiveness and Efficiency

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

- _____ Nomination cover sheet
- _____ Nomination letter
- _____ President's endorsement letter
- _____ Position description to include purpose and specific job duties (use enclosed template only, no resumes)
- _____ Recommendation letters (3) one page letters (emails are acceptable)
- _____ Supporting material, 3-5 pages

One Electronic submission (PDF file) is required. Send via to CUSSBOR@usmd.edu

Nominator's Name (please print)

Department

Nominator's E-Mail

Phone Number (work)

Nominator's Signature: _____



**UNIVERSITY SYSTEM OF MARYLAND
BOARD OF REGENTS STAFF AWARD**

POSITION DESCRIPTION

*Please provide all requested information, including your specific job duties and responsibilities.
You may use an additional sheet if necessary. (No resumes please)*

Name (please print)

Supervisor's Name (please print)

JOB DUTIES AND RESPONSIBILITIES:

I certify that the above job duties are performed by the applicant:

(Supervisor's Signature)