



2024-2025

***University System of Maryland***  
***Board of Regents Staff Awards***

**NON-EXEMPT STAFF AWARDS**

Nomination Packet

**Award Categories**

- Excellence in Performance
- Making a Difference to the Campus
- Acting as a Role Model
- Excellence as a Team Player
- Diversity, Equity, Inclusion, and Belonging

If you have questions concerning the Board of Regents Staff Awards, please contact the representative from your home institution (UMD Coordinator: Danielle Bretz, [dbretz@umd.edu](mailto:dbretz@umd.edu)) or you may direct questions to: Deniz Erman or Brian Jara, Co-Chairs of the CUSS Awards & Outreach Committee at [CUSSBOR@usmd.edu](mailto:CUSSBOR@usmd.edu).

## Nomination Package Due Friday, December 13, 2024

### Board of Regents Staff Awards (NON-EXEMPT)

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents Staff Awards represent the highest honor bestowed by the Board of Regents for achievements of 5 Exempt and 5 Non-exempt Staff employees from institutions within the University System of Maryland. The awards are presented to individual Staff employees who have demonstrated excellence.

The nominee's achievements should focus on the **impact** the individual has on their department, institution, or community within one of the *five award* categories specifically for non-exempt staff listed below (please see the exempt packet for the exempt categories).

1. ***Excellence in performance***
2. ***Making a Difference to the Campus***
3. ***Acting as a Role Model***
4. ***Excellence as a Team Player***
5. ***Diversity, Equality, Inclusion, and Belonging***

Each USM institution can submit one non-exempt packet for each of the five (5) categories - allowing up to 5 non-exempt nominations per campus. 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 in mid-July 2025 and formally presented to the awardees at the Board of Regents September meeting.

## Award Categories

### **Excellence in Performance:**

- This award highlights exceptional work specific to their position or department, demonstrated by effectiveness in job performance, resulting in significant contributions to their department's goals.
- Recipients of this award should: consistently meet/exceed expectations, display a high level of professionalism, and set a benchmark for quality and excellence within their field.

### **Making a Difference to the Campus:**

- This award showcases individuals who have impacted the broader campus community, reaching outside of their department
- This could include contributions such as: improving the campus environment, fostering cross sectional collaboration, enhancing student life, or initiating successful projects that benefit the campus as a whole.

### **Acting as a Role Model:**

- This award recognizes individuals who not only embody admirable qualities and behaviors but also actively engage in formal or informal mentoring.
- This person should: embody the values and standards of the organization, inspire colleagues through their actions and attitude, and positively influence the workplace culture.

### **Excellence as a Team Player:**

- This award celebrates an individual who demonstrates the following: outstanding collaboration, communication, and support within a team.
- recipients are those who go above and beyond to foster a positive work environment, contribute to collective goals, and uplift their peers. They strive in showcasing a commitment to the success of the entire team rather than just personal achievements

### **Diversity, Equity, Inclusion, and Belonging:**

- This award highlights a staff member who has put forth effort to create an environment where all employees feel valued, respected, and supported, regardless of their cultural background, ethnicity, gender, or other personal attributes.
- Recipients of this award are those who actively promote multicultural understanding, equitable practices, and a sense of belonging emphasizing the importance of diverse perspectives in achieving common goals.

## **Eligibility**

1. Any employee or student may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves.
2. Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees in Regular and Contingent II status.
3. Nominee must be employed within the USM for at least five (5) consecutive years at the time the packet is distributed. Winners of the awards must be employed at the time the winners' names are announced.
4. CEO's (Chancellor and Presidents), Officers, and Sr. Leadership are not eligible.

## Nomination Packet

Each USM university can submit only one non-exempt packet for each category. 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. **Please do not change the format of the cover sheet.**
2. **Nomination Letter** - a nomination letter must accompany each nominee packet and must be completed and signed by the nominator. State the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two (2) pages.
3. **President Endorsement Letter** – an endorsement letter from the institution’s President must accompany each nominee packet. **The President will write Endorsement Letters for finalists. They are not required as part of the nomination packet.**
4. **Position Description** - position description must include the purpose of the position and specific job duties listed in detail. **Please use the template included on the final page of this packet only** (no resumes). The position description must be signed by the employee’s supervisor.
5. **Letters of Recommendation** – include two (2) one-page letters of recommendation 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 nominee’s activities as they relate to the category for which he/she is being nominated.** Printed emailed letters are acceptable. Please limit to one (1) page.
6. **Formatting** – All letters should use twelve (12) point Arial or Times New Roman font with one (1) inch margins. Each page should not exceed 500 words. Recommendation letters are restricted to a single page, while the Nomination Letter and President’s letter should not exceed two (2) pages.

## Submission of Packets

Email one electronic (PDF preferred) copy of each nomination packet by **5pm on Friday, December 13, 2024**, to [senateoffice@umd.edu](mailto:senateoffice@umd.edu). Please mark the subject line as "BOR Exempt or Non-exempt Award Nomination." All applicants will receive an email confirmation acknowledging receipt of the package. If you do not receive a confirmation within one week, 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 USM Board of Regents Staff Awards & Recognition Committee to require excessive documentation. However, nominations must contain sufficient material to acquaint the committee with the nature and quality of the individual's achievements.

## Evaluation Process

The following items must be included and sent in the following order for evaluation:

- Nomination cover sheet
- Nomination letter
- President's endorsement letter
- Position description to include purpose and specific job duties
- Recommendation letters two (2) one-page letters (emails are acceptable)

## Selection Process

The Council of University System Staff will review nomination packets and submit a 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 2025.

## Questions

If you have questions concerning the Board of Regents Staff Awards, please contact the representative from your home institution (UMD Coordinator: Danielle Bretz, [dbretz@umd.edu](mailto:dbretz@umd.edu)) or you may direct questions to: Deniz Erman or Brian Jara, Co-Chairs of the CUSS Awards & Outreach Committee at [CUSSBOR@usmd.edu](mailto:CUSSBOR@usmd.edu).



**BOARD OF REGENTS STAFF AWARDS (NON-EXEMPT)  
NOMINATION COVER SHEET**

Name of Nominee: \_\_\_\_\_

Institution: \_\_\_\_\_ Department or Unit: \_\_\_\_\_

Position Title: \_\_\_\_\_

Years Employed (in USM): \_\_\_\_\_ (at current institution): \_\_\_\_\_ (in current role): \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

- \_\_\_\_\_ Excellence in Performance
- \_\_\_\_\_ Making a Difference to the Campus
- \_\_\_\_\_ Acting as a Role Model
- \_\_\_\_\_ Excellence as a Team Player
- \_\_\_\_\_ Diversity, Equity, Inclusion, and Belonging

**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, resumes will not be accepted)
- \_\_\_\_\_ Recommendation letters: (2) one-page letters (emails are acceptable)

**One Electronic submission (PDF file) is required. Send via to [senateoffice@umd.edu](mailto:senateoffice@umd.edu).**

\_\_\_\_\_  
Nominator’s Name (please print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Nominator’s E-Mail

\_\_\_\_\_  
Phone Number (work)

\_\_\_\_\_  
Nominator’s signature





**BOARD OF REGENTS NON-EXEMPT STAFF AWARDS**  
**POSITION DESCRIPTION**

*Please provide all requested information, including specific job duties and responsibilities. You may use an additional page or attach it in the packet if necessary. (No resumes will be accepted in lieu of a position description)*

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Name (please print)

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Supervisor's Name (please print)

**JOB DUTIES AND RESPONSIBILITIES:**

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

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(Supervisor's Signature)

