

**COUNCIL  
OF  
UNIVERSITY  
SYSTEM  
STAFF**

Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715

Coppin State University  
2500 W. North Avenue  
Baltimore, MD 21216

Frostburg State University  
101 Braddock Road  
Frostburg, MD 21532

Salisbury University  
1101 Camden Avenue  
Salisbury, MD 21801

Towson University  
8000 York Road  
Towson, MD 21204

University of Baltimore  
1420 North Charles Street  
Baltimore, MD 21201

University of Maryland, Baltimore  
520 West Lombard Street  
Baltimore, MD 21202

University of Maryland  
Biotechnology Institute  
Executive Office  
15825 Shady Grove  
Rockville, MD 20850

University of Maryland Center  
for Environmental Science  
P.O. Box 775  
Cambridge, MD 21613

University of Maryland  
Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250

University of Maryland  
College Park  
College Park, MD 20742

University of Maryland  
Eastern Shore  
Princess Anne, MD 21853

University of Maryland  
University College  
3501 University Boulevard East  
Adelphi, MD 20783

University System of Maryland  
Office  
3300 Metzgerott Road  
Adelphi, MD 20783-1600

September 6, 2005

Dr. C.D. Mote, Jr.  
President  
University of Maryland College Park  
1101 Main Administration Building  
College Park, MD 20742

Dear Dr. Mote, Jr.:

The Council of University System Staff (CUSS) is accepting nominations for the 2005/2006 Board of Regents' University System of Maryland Staff Awards. On behalf of the Board of Regents and CUSS, we ask that you encourage broad participation at your institution in the nomination process. These awards present an excellent opportunity for USM institutions to recognize outstanding staff members. All of the USM institutions, as well as the USM Office, consistently submit nominations for the Board of Regents Awards. We hope that this year will be as successful.

Please note that nominations must be reviewed at each institution before submission to the CUSS Awards Review Committee. This Committee will then select the final candidates to be submitted to the USM Board of Regents. When selecting members for your institutional review committee, we ask that the group be representatives of all employees at the University of Maryland College Park, and include employees from both the exempt and non-exempt job classifications. The nomination instructions are enclosed for you to forward to employees within your institution. Also enclosed is a sample memorandum that you may wish to use when you distribute this information. The nomination package will also be available on the CUSS website.

Please remember to set a deadline at your institution that will allow your internal Awards Review Committee to review nominations and submit your final nominees to the CUSS Awards Review Committee by the firm deadline of 4:00 p.m., Wednesday, November 30, 2005. Nomination packets received after the 4:00 p.m. deadline on Wednesday, November 30, 2005 will not be considered for the Awards. Please note that in order to be considered for this award, six (6) copies of each nomination packet must be submitted to the CUSS Awards Review Committee.

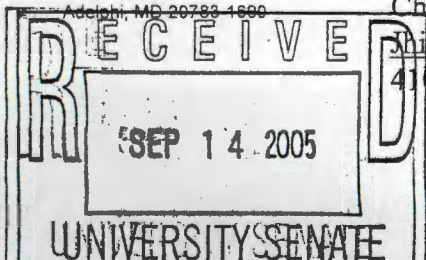
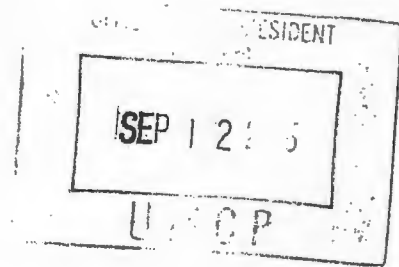
We look forward to receiving nominations from your institution. Please do not hesitate to contact one of us, or your institution's CUSS representatives, if you have any questions or need further information.

Sincerely,

Joe Hill  
Chair, CUSS  
jhill@umbc.edu  
410.455.2547

Cindy Schuster  
Chair, Comm. Development Committee  
cschuster@ubalt.edu  
410.837.5150

cc: Cabinet  
Members  
9-13-05  
FAA



## MEMORANDUM

TO: All Employees

FROM: Dr. C.D. Mote, Jr., President

RE: 2005/2006 Board of Regents' University System of Maryland Staff Awards

The Council of University System Staff (CUSS) is accepting nominations for the Board of Regents' University System of Maryland Staff Awards (Staff Awards). The Staff Awards represent the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt employees from institutions of the University System of Maryland, and are presented to staff members who have demonstrated excellence in one of the following categories: (1) contribution to the institution and/or unit to which the person belongs; (2) service to students in an academic or residential environment; or (3) public service, within or outside the university. There are two awards given in each category—one Exempt and one Nonexempt—for a total of six awards.

Information on the Staff Awards is enclosed for your reference. Please read the instructions carefully—particularly the “Nomination Cover Sheet”—to ensure that your nomination package contains the required information.

Nominations must first be considered at an institutional level, so please submit six (6) copies of the nomination packets to the following address by **[fill in an institutional deadline that will allow you sufficient time to review nominations and forward nominees to the CUSS Awards Review Committee by 4:00 p.m. on November 30, 2005]**.

### **Name and address of institutional contact person**

I have appointed an internal Awards Review Committee to select nominees from the University of Maryland College Park. Nominees will then be forwarded to the CUSS Awards Review Committee for final selection. I sincerely hope that you will take this opportunity to nominate yourself or a fellow employee for the Board of Regents University System of Maryland Staff Awards.

## NOMINATION PACKAGE AND PROCESS

Only Staff employees of the University System of Maryland community can be nominated for the Board of Regents' University System of Maryland Staff Awards. All Staff employees on Regular or Contingent II status who have been employed for at least five consecutive academic years are eligible for consideration.

Each institution may nominate one Exempt and one Nonexempt Staff member for each of the three award categories. **If multiple nominations are received for any of the categories or if documentation is missing from any of the nomination packages, they will be returned to the institution for further review and re-submission (time permitting).**

An application package that includes the following should be generated for each individual:

1. Nomination Cover Sheet;
2. Nomination Letter. The letter shall state the category of the Board of Regents' University System of Maryland Staff Awards nomination and testimony of exemplary performance in that category. A nomination letter should not be sent without the knowledge and consent of the nominee;
3. Current and relevant resume showing the history of professional employment activity (see enclosed sample resume);
4. Two, but not more than five, letters of recommendation. Recommendations are welcome from persons external, as well as internal, to the University and should include information on how to contact the author. Letters of recommendations must be in support of the candidate's activities as they relate to the category for which he/she is nominated; and
5. Optional supporting materials (such as articles, awards or recognitions) reflecting accomplishments, not to exceed ten (10) additional pages.

Six (6) copies of each nomination package should be forwarded to the Chair of the Council of University System Staff (CUSS) Community Development Committee. Each package should include the above documents, organized in the order in which they are listed.

Nominations should be submitted to the Chair of the CUSS Community Development Committee by the deadline established by CUSS (November 30, 2005). The CUSS Awards Review Committee should review and submit nominations for awards to the Board of Regents by March 1 for recognition by June. Award payments should be made after July 1<sup>st</sup> of each year.

Board of Regents' University System of Maryland Staff Awards  
Academic Year 2005-2006

## INSTRUCTIONS

Each institution shall establish a Staff Awards Review Committee and an institutional nominating process that conforms to Board of Regents guidelines stated in the **Board of Regents' University System of Maryland Staff Awards Policy** (attached).

Each institution may nominate one Exempt and one Nonxempt Staff member for each of the three award categories, for a total of up to six nominees. If an institution submits more than one nomination from a single Staff group (e.g., two Exempt Staff members) for the same award category, or if documentation is missing, the nomination package(s) will be returned to the institution for clarification (time permitting).

## ELIGIBILITY

- Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees on Regular and Contingent II status.
- Nominee must have been employed for at least five (5) consecutive years.
- Nomination may not be made without the knowledge and consent of the nominee.

## NOMINATION PACKAGE

A nomination package should be generated for each individual that includes the following documents, organized in the order listed:

- 1.Nomination Cover Sheet—a 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—the letter shall state the category for which the Staff member is being nominated and **give testimony of exemplary performance in that category.**
- 3.Resume—resume should be current, but should not be excessively long. **Do not include lengthy lists of activities that are not relevant to the nomination.** See enclosed sample resume.
- 4.Letters of Recommendation—include at least two, but not more than five, letters of recommendation. Recommendations are welcome 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.**

5. Optional Supporting Materials—any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are relevant to the award category, not to exceed ten (10) pages.

**Please limit the nomination packages to the requested relevant materials.**

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

## **SUBMISSION PROCESS**

Six (6) copies of each nomination package must be received by the Chair of the Community Development Committee of CUSS (Council of University System Staff) at the following address, by 4 p.m. on Wednesday, November 30, 2005:

Ms. Cindy Schuster, Chair  
CUSS Community Development Committee  
University of Baltimore  
Office of Technology Services (BC028)  
1420 North Charles Street  
Baltimore, MD 21201

**DEADLINE FOR RECEIPT OF NOMINATION PACKAGES TO CUSS:  
Wednesday, November 30, 2005 by 4:00 P.M.**

Nomination packages must first be considered on an institutional level BEFORE they are submitted to CUSS. Please check the deadline information from your institution. Nomination packages that are forwarded directly to CUSS, without having first been considered on an institutional level, will not be considered by the CUSS Awards Review Committee. **Nomination packages forwarded to CUSS from a USM institution must contain a cover letter from the President of the institution certifying the nominees.**

*Nomination packages received from institutions  
after the November 30, 2005 deadline will not be accepted.*

## **SELECTION PROCESS**

The CUSS Awards Review Committee will review nomination packages and submit its recommendations for awards to the Board of Regents by March 1. Announcements of the Award recipients will be made by the Board of Regents by June, with Award payments made after July 1<sup>st</sup>.

**Sample Resume**  
Jayne Dough  
123 Main Street  
Bawlmer, Merryland 21201  
410-555-5854 (home) / 410-555-4128 (work)  
e-mail: jdough@umaryland.edu

## EDUCATION

### **NOT A REQUIRED ENTRY, ALTHOUGH MAY BE INCLUDED**

B.S., Management, 1986, University of Maryland, University College  
G.P.A.: 3.81; Chancellor's Scholarship (1985-1986), Dean's List

## WORK EXPERIENCE

### **REQUIRED ENTRY, AS NOMINEE MUST HAVE FIVE (5) CONSECUTIVE YEARS OF USM SERVICE (does not have to list every job in employment history)**

#### **Editorial Assistant, University of Maryland (1986-present)**

- Assist in the preparation and publication of two program periodicals: Chinese Yearbook of International Affairs, and Occasional Papers/Reprints Series in Contemporary Asian Studies
- Coordinate and plan regional and international conferences, including the Sixty-Eighth Biennial Conference of the International Law Association (Taipei, Taiwan, May, 1998); served as a Reporter during the ILA-Taiwan Conference

#### **Administrative Assistant II, University of Maryland (1973-1986)**

- Worked independently to coordinate a variety of administrative responsibilities related to the daily activities of faculty members
- Assisted in the planning and facilitation of special events

## ACTIVITIES, AWARDS AND VOLUNTEER SERVICE

### **RECOMMENDED ENTRY—PARTICULARLY THOSE ACTIVITIES AND AWARDS WHICH ARE RELEVANT TO THE NOMINATION.**

- Vice Chair, University of Maryland Staff Senate
- Chair, Staff Senate Community Outreach Committee
- Mentor, University of Maryland Youth Works Program (1999)
- Member, Youth Works Planning Committee (1996-2001)
- Recipient, University of Maryland Public Service Award (October, 1996)
- Recipient, University of Maryland Community Service Award (1995)
- Coordinator, Maryland Charity Campaign
- Coordinator, University of Maryland Blood Drive

## NOMINATION COVER SHEET

Name of Nominee: \_\_\_\_\_  
Nominee must have been employed for at least five (5) consecutive years

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

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

Position Title: \_\_\_\_\_ Exempt \_\_\_\_\_ Nonexempt \_\_\_\_\_  
(All Regular or Contingent)

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

DRAFT

**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

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

\_\_\_\_\_ Nomination Cover Sheet (this page—do not change this form)

\_\_\_\_\_ Nomination Letter

\_\_\_\_\_ Current Resume

\_\_\_\_\_ At least two (2) but not more than five (5) letters of recommendation

\_\_\_\_\_ Optional supporting material, not to exceed ten (10) pages

**Six (6) copies of the nomination package must be submitted. Please note that the nomination packages are to be stapled in the upper left hand corner of the document only—and are not to be submitted in binders, folders, etc.**

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

\_\_\_\_\_  
Department

\_\_\_\_\_  
Nominator's E-Mail

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

Nominator's Signature: \_\_\_\_\_