

06-07-20

COUNCIL OF UNIVERSITY SYSTEM STAFF

Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Coppin State College
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

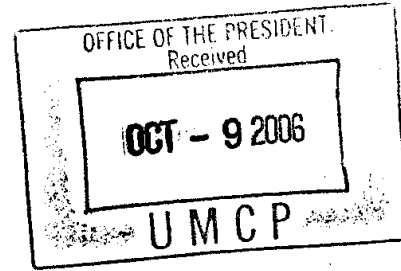
**University of Maryland
Eastern Shore**
Princess Anne, MD 21853

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

**University System of Maryland
Office**
3300 Metzgerott Road
Adelphi, MD 20783-1690

October 6, 2006

Dr. C.D. Mote, Jr., President
University of Maryland, College Park
1101 Main Administration Building
College Park, MD 20742-5025



Dear Dr. Mote:

The Council of University System Staff (CUSS) is accepting nominations for the 2006/2007 Board of Regents' University System of Maryland Staff Awards. **This year we are especially encouraging nominations of non-exempt employees for every award category from each institution.** 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 are encouraged submit nominations for the Board of Regents Awards by Friday, January 19, 2007.

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.

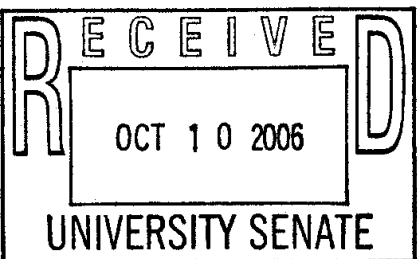
Please remember to set a deadline at your institution that will allow your internal Awards Review Committee to review nominations and submit your final nominees to the CUSS Awards Review Committee by the firm deadline of 4:00 p.m., Friday, January 19, 2007. Nomination packets received after the 4:00 p.m. deadline on **Friday, January 19, 2007** 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,

A. Larry Lauer
Chair, CUSS
alauer@deans.umd.edu
301-405-4876

Colette P. Becker
Chair, Community Development Committee
cbecker@hshsl.umaryland.edu
410-706-2855



cc: Mary Giles
Carolyn Trimble
10-10-06
FAA

cc: April
Mary