UNIVERSITY OF MARYLAND

MEMORANDUM

October 10, 2008

TO: Vice Presidents, Deans, Directors, and Department Chairs

FROM: Patrick Perfetto, Chair, Senate Staff Affairs Committee

RE: 2008-2009 Board of Regents University System of Maryland Staff Awards

On behalf of the Senate Staff Affairs Committee, I am pleased to announce that the Council for University System Staff (C.U.S.S.) is accepting nominations for the 2008-2009 Board of Regents University System of Maryland Staff Awards. *These awards are the highest honor that can be bestowed upon a staff member in the University System of Maryland,* on the basis of 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; or (3) Extraordinary public service, within or outside the university. Six individuals within the University System will be chosen to receive awards – one nonexempt and one exempt for each of the three categories, with each award recipient receiving a $1,000 stipend. I therefore ask your assistance in nominating worthy staff for these awards as an important and tangible reflection of the excellent contributions of staff to our campus.

In previous years, exempt staff nominations for these awards have been more abundant than nonexempt nominations. We know there are many outstanding nonexempt employees who every day go above and beyond what is expected of them. Many of these employees work behind the scenes and it is up to all of us to bring attention to these important members of our campus community. **President Mote greatly values the opportunity to have College Park staff recognized for their achievements as nominees for these awards. He has asked that special emphasis be given to identifying qualified nonexempt nominees and he would appreciate if you, as campus leaders, would personally think about nominating a worthy nonexempt staff member within your division, college, or department.**

Please forward this information to administrators and supervisors within your units with a personal request that they nominate qualified exempt and nonexempt staff members. The nomination process is detailed herein, and on the Senate website at http://www.senate.umd.edu. Nomination packages must be received by the Senate Office no later than December 1, 2008. The Senate Staff Affairs Committee will then fully consider all nominees and make recommendations to President Mote, who will forward the campus nominees to the Council of University System Staff in January.

Cc: President C. D. Mote, Jr.
     Dr. Kenneth Holum, Chair, University Senate
     Reka Montfort, Executive Secretary and Director, University Senate

NOMINATION PACKAGE:

A nomination package must include 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. A copy may also be obtained at the Senate Office. **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.** A nomination should not be made without consent of the nominee.

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.

4. Letters of Recommendation – include at least two, but not more than five (5) letters of recommendation. Recommendations are welcome from persons within, or outside of, the institution and should include contact information for the author. **Letters must be in support of the candidate's activities as they relate to the category for which she/he is being nominated.**

5. Optional Supporting Material – 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.

SUBMISSION PROCESS

One printed copy and one electronic copy (PDF or MS Doc) of the nomination package must be received by the Chair of the Senate Staff Affairs Committee by Monday, December 1, 2008:

> Patrick Perfetto
> Chair, Senate Staff Affairs Committee
> University Senate Office
> 1100 Marie Mount Hall, Campus Zip 7541
> senate-admin@umd.edu

Nomination packages will be reviewed by the Senate Staff Affairs Committee. Select nomination packages will be forwarded to President C. D. Mote, Jr. for certification. Certified nomination packages will be sent to C.U.S.S. for review. The announcement of the Award recipients will be made by the Board of Regents in May 2009, with Award payments made after July 1, 2009. Winners receive a $1000 stipend after July 1, 2009. Anyone who has questions concerning the process should contact Patrick Perfetto at perfetto@umd.edu or 301-314-7881.

Board of Regent's University System of Maryland Staff Awards
Academic Year 2008-2009

The Council of University System Staff (C.U.S.S.) is accepting nominations for the 2008- 2009 Board of Regent's University System of Maryland 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) Exceptional contribution to the institution and/or unit to which the person belongs; (2) Outstanding service to students in an academic or residential environment; or (3) Extraordinary public service, within or outside the university. This includes voluntary campus citizenship and/or dedication to public good through volunteer activities with outside groups.

There are two awards given in each category – one Exempt and one Nonexempt – for a total of six awards. Award recipients receive a $1000 stipend.

Nominations will be considered by the Senate Staff Affairs Committee before being forwarded to President Mote, who will forward campus nominees to the Council for University System Staff. You may nominate a fellow employee or yourself for the award. One printed copy and one electronic copy (PDF or MS Word) of the nomination packet must be received by Monday, December 1, 2008, for consideration. Send the nomination package according to the following guidelines below to:

> Patrick Perfetto
> Chair, Staff Affairs Committee
> University Senate Office
> 1100 Marie Mount Hall, Campus Zip 7541
> senate-admin@umd.edu

Guidelines for Nomination Package and Process

ELIGIBILITY:

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

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 II)

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

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 or Job description for Non-Exempt

_____At least two (2) but not more than five (5) letters of recommendation (emails OK)

_____Optional supporting material, not to exceed ten (10) pages

1 Print and One Electronic submission (PDF file or MS Doc file) is requested.

_____   _____
Nominator's Name (please print)   Department

_____   _____
Nominator's E-Mail   Phone Number (work)

Nominator's Signature: _____