

**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 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 5, 2010

Dr. Nariman Farvardin, Acting-President
University of Maryland, College Park
1101 Main Administration Building
College Park, MD 20742-5025

Dear Dr. Farvardin:

The Council of University System Staff (CUSS) is accepting nominations for the 2010/2011 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 21, 2011.

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 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.

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 21, 2011. Nomination packets received after the 4:00 p.m. deadline on **Friday, January 21, 2011** will not be considered for the Awards.

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.

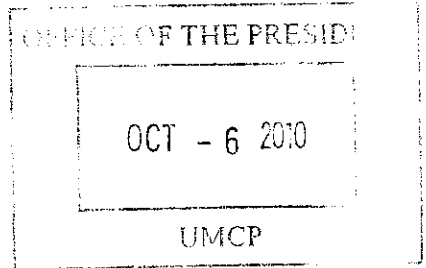
Sincerely,

Willie L. Brown

Willie L. Brown
Chair, CUSS
wbrown@umd.edu
301-405-2951

Christopher Thomas


Christopher Thomas
Chair, Community Development Committee
cthomas@coppin.edu
410-951-3939



cc: Reka montford
10-7-10
FBI

Board of Regents University System of Maryland Staff Awards

A CUSS initiative, the Board of Regents' University System of Maryland 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 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 (2 Awards)*
 - *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

There are two awards given in each of the first three categories – one Exempt Staff employee and one Nonexempt Staff employee, and one each for the fourth category (exempt or nonexempt) – for a total of eight awards. Each recipient will receive a \$1,000.00 stipend, and will be awarded a plaque. In addition, appropriate notices will be placed to publicize each honoree's accomplishments.

Staff Awards

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

Award Prize:

The awardee will receive a \$1,000.00 stipend. In addition, a plaque shall be awarded in recognition of the event and appropriate notices should be placed to publicize the accomplishments of those outstanding individuals granted this honor. Awards will be announced June 2011 and formally presented at a Board of Regents meeting in the early Fall of 2011.

Award Categories:

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

- 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 through the mentoring and growing of all of their subordinates.

Outstanding Service to Students in an Academic or Residential Environment: e.g.

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

Extraordinary Public Service to the University or Greater Community: e.g.

- 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.



Effectiveness and Efficiency Awards

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. Two awards each (Exempt and NonExempt Staff) 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 nominees packets 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 E & E reports available at: <http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index>

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 must be made with the knowledge and consent of the nominee.
- ❖ CEOs (Chancellor and Presidents) and Officers (Vice-Chancellors, Vice-Presidents, Provosts and Deans performing an administrative function) are not eligible.

Note: Although commendable, length of service and performance of normal duties do not weigh heavily in deliberations.

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 employee is being nominated and **give testimony of exemplary performance in that category.**
3. Resume or summary of job duties—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 sample resume.
4. Letters of Recommendation—include at least two, but not more than five, letters of recommendation. 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.
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.

Submission of Packages

Email one electronic (PDF preferred) copy of each nomination package to CThomas@coppin.edu Please mark the subject line as “BOR Award Nomination.”

Please limit the nomination packages 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 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.

DEADLINE FOR RECEIPT OF NOMINATION

PACKAGES TO:

[Christopher Thomas:](mailto:CThomas@coppin.edu)

Friday, January 21, 2011 by 4:00 P.M.

Selection Process

The CUSS Awards Review Committee will review nomination packages and submit its recommendations for awards to the Board of Regents in late spring. Winners will be announced in early summer with formal presentation of the Award recipients by the Board of Regents in early Fall 2011.

**BOARD OF REGENTS STAFF AWARD
NOMINATION COVER SHEET**

Name of Nominee: _____ Years Employed: _____

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 Award

_____ 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

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

_____ Nomination Cover Sheet

_____ Nomination Letter

_____ Current Resume or Job Summary 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

One Electronic submission (PDF file) is requested.

Nominator's Name (please print)

Department

Nominator's E-Mail

Phone Number (work)

Nominator's Signature: _____

Sample Resume

Jayne Dough
123 Main Street
Baltimore, Maryland 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