



October 7, 2011

Dr. Wallace Loh, President
Office of the President
University of Maryland
1101 Main Administration Building
College Park, MD 20742-6105

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 21252

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

Dear Dr. Loh:

The Council of University System Staff (CUSS) is accepting nominations for the 2011/2012 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.** We've also made some modifications to the packet regarding the job description, supporting materials, and letters of recommendation. 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 to submit nominations for the Board of Regents Awards by Friday, December 2, 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 represent all employees at UMCP and include employees from both exempt and non-exempt job classifications. The nomination instructions are enclosed, so please forward them to the 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, December 2, 2011**. Nomination packets received after the 4:00 p.m. deadline will not be considered for review.

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

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

I think
you're a star...

I'd like to nominate you for a
*University System of
Maryland
Board of Regents*

STAFF AWARD

CATEGORIES:

- Exceptional contribution to the institution and/or unit
- Outstanding service to students in an academic or residential environment
- Extraordinary public service to the university or the greater community
- € Effectiveness and efficiency regarding an academic or administrative transformation with a savings of \$10,000 or more

For more information, please contact:

Chris Thomas, Coppin State University,

Council of University System Staff Representative

Phone: 410-951-3959


Email: cthomas@coppin.edu

University System of Maryland

Board of Regents

Staff Awards

A CUSS (Council of University System Staff) 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)

Award Prize:

There are two awards given in each category – one Exempt Staff employee and one Nonexempt Staff employee – for a total of eight awards. 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 2012 and formally presented at a Board of Regents meeting in the early fall of 2012.

Staff Awards

Each institution may nominate one Exempt and one Nonexempt Staff employee for each of the four award categories. 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 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 Award (2 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. One award 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.**
4. Letters of Recommendation—include at least two, but not more than five letters of recommendation that discuss what makes this individual exceptional. 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:](#)

Friday, January 20, 2012 by 4:00 P.M.

Selection Process

The CUSS BOR Staff Awards Review Committee will review nomination packages and submit recommendations for awards to the Board of Regents. Winners will be announced in early summer 2012 with a formal presentation of the award recipients by the Board of Regents in early fall 2012.

**UNIVERSITY SYSTEM OF MARYLAND
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

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

- _____ Nomination cover sheet
- _____ Nomination letter
- _____ Position description to include purpose and assigned duties
- _____ Recommendation letters 2-5 (emails OK)
- _____ Optional supporting material, not to exceed 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: _____