

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:**

**Jennifer Ziegenfus,  
CUSS - USM BOR Staff Award Committee Chair  
Email: [JMZIEGENFUS@salisbury.edu](mailto:JMZIEGENFUS@salisbury.edu)**



## Board of Regents Staff Awards

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents' 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*

There are two awards given in each category – one Exempt Staff employee and one Nonexempt Staff employee – for a total of eight awards. Each awardee will receive a \$1,000.00 stipend and a plaque to recognize the award being received. It is recommended that your Institution publicize the accomplishments of those outstanding individuals granted this honor. Awards will be announced June 2014 and formally presented at a Board of Regents meeting in the early fall of 2014.

### Award Categories

#### **Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:**

- 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 by mentoring and growing each of their subordinates

#### **Outstanding Service to Students in an Academic or Residential Environment:**

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

#### **Extraordinary Public Service to the University or Greater Community:**

- 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:**

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 nominee's packet 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 Effectiveness & Efficiency reports available at: <http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index>

## **Eligibility**

- Any employee may nominate an employee. Employees may also nominate themselves.
- 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 Packet**

A nomination packet must be generated for each nominee 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 should be prepared for the signature of the Institution President and shall state the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two pages.

3. **Position Description**–Position descriptions must include the purpose of the position and specific job duties listed in detail. Please use template included on final page of this packet only (no resumes).
4. **Letters of Recommendation**–include (3) one page letters of recommendations 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. Material should be limited to 3-5 pages in length.

## **Submission of Packages by Institutions**

Each institution must submit the final nominees packets back to the CUSS BOR Staff Award Committee by **January 31, 2014**. Packets must be reviewed and processed by the institution’s review committee. Nominees or nominators must submit to their respective committee by the timeline established on each campus.

- Email one electronic (PDF preferred) copy of each nomination packet by January 31, 2014 to [jmziegenfus@salisbury.edu](mailto:jmziegenfus@salisbury.edu). Please mark the subject line as "BOR Staff Award Nomination." All applicants will receive an email confirmation acknowledging receipt of the package. If you do not receive a confirmation by February 5, 2014, your package was not received. Please limit the nomination packet to the requested relevant materials. More is not necessarily better.

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

## **Selection Process**

The CUSS BOR Staff Awards Committee will review nomination packets and submit recommendations for awards to the Board of Regents. Winners will be announced in early summer with a formal presentation of the award recipients by the Board of Regents in early Fall 2014.

## **Questions/Concerns**

If you have questions concerning the Board of Regents Staff Awards, please contact the liaison from your home institution.

Additional questions may be directed to:

Jennifer Ziegenfus – [jmziegenfus@salisbury.edu](mailto:jmziegenfus@salisbury.edu)  
Chair, CUSS Staff Awards Committee



**UNIVERSITY SYSTEM OF MARYLAND  
BOARD OF REGENTS STAFF AWARD  
NOMINATION COVER SHEET**

Name of Nominee: \_\_\_\_\_

Years Employed at Institution: \_\_\_\_\_ Years Employed in Position: \_\_\_\_\_

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

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

- Nomination cover sheet
- Nomination letter
- Position description to include purpose and specific job duties (use enclosed template only)
- Recommendation letters (3) one page letters (emails OK)
- Optional supporting material, 3-5 pages

**One Electronic submission (PDF file) is required.**

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

\_\_\_\_\_  
Department

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

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

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



**UNIVERSITY SYSTEM OF MARYLAND  
BOARD OF REGENTS STAFF AWARD**

**POSITION DESCRIPTION**

*Please provide all requested information, including your specific job duties and responsibilities.  
You may use an additional sheet if necessary.*

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Name (please print)

Supervisor's Name (please print)

**JOB DUTIES AND RESPONSIBILITIES:**

*I certify that the above job duties are performed by the applicant:*

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(Supervisor's Signature)