



University of Colorado

BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS

2012 Service Excellence Award University of Colorado Staff Council **CALL FOR NOMINATIONS**

University of Colorado Staff Council (UCSC) requests nominations of classified staff and professional exempt employees for the annual **Service Excellence Award**. The award is presented to one qualified individual from each campus (and system administration), and includes a **\$1,000** cash award to be presented at the All Staff Council Conference on April 13, 2012. Each of the four recipients will be invited to the luncheon, along with his/her nominator, supervisor, and one additional guest.

UCSC is pleased to recognize and reward individuals who have provided outstanding volunteer service to their campus, community/civic/professional activities, and the university as a whole through involvement in staff issues, committee work, teamwork, professional development of peers, and community relations.

ELIGIBILITY

Any active, certified, classified staff or professional exempt employee of the university, excluding the current members of UCSC, is eligible to receive this award. Nominations will be accepted from any staff, faculty, student or administrator within the university. For best results, nominators may need to work with their nominee for a complete nomination packet.

AWARD CRITERIA

Nominations will be judged on the candidate's service: (Please note, service does not include activities that are part of an employee's job description or that are directly related to the employee's current job duties.)

- Service to the employee's home campus including but not limited to, membership and leadership within standing and ad-hoc committees, staff governance organizations, and by the importance of the activity and its benefit to the Campus community (50%);
- Service to the community/civic and professional organizations (30%); and
- Service to the university including but not limited to, membership and leadership within standing and ad-hoc committees, staff governance organizations, local and state-wide organizations, and by the importance of the activity and its benefit to the University community (20%);

PROCEDURE

Nominations packets must be received by **Friday, March 9, 2012** and **MUST INCLUDE:** (10 page maximum)

- A completed nomination describing the nominee's service to the three areas listed above.
- A paragraph describing the nominee's current job responsibilities.
- One letter from the nominator and one additional letter of support from a staff member, a faculty member, or an administrator, based on the award criteria.

The nomination materials will be reviewed by the University of Colorado Staff Council and recipients will be chosen based on the above criteria. Accuracy of the nominee's qualifications will be verified by UCSC.

SUBMIT NOMINATION PACKETS TO YOUR UCSC CAMPUS REPRESENTATIVE:

Boulder: Name • Phone • E-mail Address

Colorado Springs: Jen O'Connell • (719) 255-4444 • joconne3@uccs.edu

Denver | AMC: Deborah Makray • (303) 623-1888 • Deborah.Makray@ucdenver.edu

System: Teena Shepperson-Turner • (303) 860-5712 • Teena.Shepperson-Turner@cu.edu



University of Colorado Staff Council 2012 Service Excellence Award Nomination Form

Nominee Information

| | |
|--|-------------------|
| Name _____ | Employee ID _____ |
| Position/Title _____ | Work Phone _____ |
| Email Address _____ | Campus Box _____ |
| Supervisor Name _____ | Work Phone _____ |
| Department _____ | |
| Campus <input type="checkbox"/> Boulder <input type="checkbox"/> Colorado Springs <input type="checkbox"/> Denver AMC <input type="checkbox"/> System Administration | |
| Dates Employed at CU _____ | |

Nominator Information

| | |
|----------------------|------------------|
| Name _____ | Work Phone _____ |
| Department _____ | Campus _____ |
| Position/Title _____ | Email _____ |

| | |
|------------------------------|-------------|
| Nominator's Signature | Date |
|------------------------------|-------------|

To complete this nomination, please provide detail regarding the types of volunteer service that this employee has performed in each of the following categories.

- **Service to Home Campus (50%)**
- **Service to Community/Civic & Professional Organizations (30%)**
- **Service to University/System-wide (20%)**

In addition to the service descriptions, please include the following information in your nomination packet. Return the nomination packet (not to exceed 10 pages) to ***your campus representative listed below.***

- A paragraph describing the nominee's current job responsibilities.
- One letter from the nominator endorsing the nominee
- One additional letter of support from a staff member, a faculty member, or an administrator

Please refer any questions to your campus representative. Completed nomination packets **MUST BE RECEIVED** by **Friday, March 9, 2012**. Service Excellence Awards will be presented to one employee on each campus, including \$1,000 to each recipient, at the All Staff Council Conference on April 13, 2012.

Thank you,
University of Colorado Staff Council

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University of Colorado Staff Council 2012 Service Excellence Award Nomination Details

Please describe the types of volunteer service the nominee has provided with regard to:

Service to Home Campus (50%) – *use additional pages if needed*

Please describe the types of volunteer service the nominee has provided with regard to:

Service to Community/Civic & Professional Organizations (30%) – *use additional pages if needed*



**University of Colorado Staff Council
2012 Service Excellence Award
Nomination Details**

Please describe the types of volunteer service the nominee has provided with regard to:

Service to University/System-wide (20%) – *use additional pages if needed*

Please provide detail of the nominee's current job description and job duties: *(use additional pages if needed)*