

# The University of Texas System

## Regents' Outstanding Employee Award Nomination

Name of Nominee:

Institution: **The University of Texas at San Antonio**

Nominee's Director, Department Administrator or Supervisor:

Name:

Email:

**Three (3) letters of support must reference at least three of the four criteria below.** Each letter of support should not exceed three pages. Please use 12pt, Times New Roman font with one inch margins, double spaced, and adhere to all rules of grammar.

- Superior Performance
- Outstanding Customer Service
- Acts that enhance the image of the University and/or community outreach
- Teamwork

Supplemental articles and pictures may be submitted for consideration but will not be returned to you. Do not submit videos, DVDs, or links to online content as these items will not be considered. All accomplishments by the nominees should have taken place, continued, or culminated, in the previous fiscal year.

### Eligibility Criteria to be completed by the UTSA Human Resources Department:

HR verifies that this nominee meets all of the following requirements:

- Two years of consecutive service at local nominating institution (must be employed at same institution at the date of the award).
- Good standing (not on formal disciplinary action)
- Most recent performance evaluation reflecting a "solid performance or SP" score or higher
- Nominee has not received this award in the last five years

The Nomination Packet must be submitted in full. Incomplete or late Nomination Packets will not be considered. Nomination Packets must be received by the UTSA HR Department by no later than Friday, February 2, 2018.

Nomination Submitted by:

Email:

Title: