

**2010 University Excellence Awards
Nomination Form**

Nomination deadline: 5 p.m., Thursday, February 11, 2010

All UTSA faculty and staff may submit nominations for both the University Excellence Awards (UEA) as well as the Richard S. Howe Excellence in Service to Undergraduate Students using this form. Previous honorees who have received an award more than five (5) years ago can be nominated for a 2010 award.

Nominee Criteria for UEA: Nominees must be current UTSA staff (non-faculty) who are at director level and below and must be in good standing.

Nominee Criteria for Richard S. Howe: Nominees can be either current *UTSA staff or faculty* and must be in good standing.

Nomination forms with *original* signature may be sent to the Employee Relations Office, Multidisciplinary Studies (MS) Building Room 2.02.46 or University Heights (UH) Room 1.120. Recipients of these awards will be recognized formally at the University Excellence Awards ceremony on Tuesday, April 13, 2010.

Nominee Information:

Name: _____ Title _____

College/Department: _____

Campus Phone: _____ Campus E-mail: _____

Nominee's Supervisor's name/phone #: _____

Nominator Information:

Name: _____ Title _____

College/Department: _____

Campus Phone: _____ Campus E-mail: _____

Nominator's Signature: _____

Award for which I am nominating this individual: (check only one category per nomination)

- | | |
|-------------------------|---|
| • The Rising Star Award | • The Extra Mile Award |
| • The Leadership Award | • The Order of the Roadrunner Award |
| • The Team Spirit Award | • Howe Award: Individual or Team |

IMPORTANT NOTE: Note that a UTSA employee may be nominated for only one individual award in a given year. However, a UTSA employee may be nominated for an individual award and be part of a team award nomination in a given year.

Instructions:

On a separate sheet, provide specific examples that show how your nominee has gone "above and beyond" their job duties and how these examples best meet the award description. (See attached list). Please limit your entry to no more than two (2) pages, single-spaced.

2010 University Excellence Award Descriptions and Writing Guides

The Rising Star Award

The Rising Star Award recipient must be a new employee with *less than (3) three years of continuous service* with the University and who has made significant contributions throughout the year to his or her area, or to the University community. This individual has innovative ideas and has made significant contributions. They have a demonstrated record of improvement, have progressed through cooperation, initiative, and are self-starters with a take-charge attitude. This talented employee has volunteered to assist when and where needed.

Writing guide:

- Is the individual nominated for this award a new employee with less than (3) three years of continuous service with the University?
- What are the significant improvements that have been performed by this nominee throughout the year in his or her area, or within the University Community?
- Briefly describe how the ideas and contributions made by this individual were innovative, significant, and progressed through cooperation and initiative.
- How has this individual demonstrated a self-starter and take-charge attitude?
- How has this talented individual volunteered to assist when and where needed?

The Leadership Award

The Leadership Award recipient must be *currently functioning in a supervisory capacity*; has promoted departmental and University mission and goals through actions and job performance; demonstrated exceptional leadership ability; fostered a positive and motivating work environment; maintained open communication lines within the department and throughout UTSA; encouraged professional development; demonstrated fairness and equity in resolving employee and work-related issues; and remain receptive to receiving constructive feedback concerning his or her own job performance.

Writing guide:

- Is the individual nominated for this award currently functioning in a supervisory capacity?
- How has this individual promoted departmental and University mission and goals through actions and job performance?
- How has this individual demonstrated: exceptional leadership ability; fostered a positive and motivating work environment?
- How has this individual maintained open communication lines within the department and throughout UTSA?
- How has this individual encouraged professional development; demonstrated fairness and equity in resolving employee and work-related issues and remained receptive to receiving constructive feedback concerning his or her own job performance?

The Team Spirit Award

The Team Spirit Award will be awarded to a group of staff employees, *limited to no more than (10) ten per team*, who has demonstrated exceptional ability to foster collaboration, communication, and cooperation among colleagues. The team's action has significantly improved customer service or increased customer satisfaction for specific UTSA customers; has significantly improved a work process or system or has significantly increased the productivity and efficiency of an operation or work unit.

Writing guide:

- How has this group demonstrated exceptional ability to foster collaboration, communication, and cooperation among colleagues internal and/or external to their department?
- How has the nominating team's action significantly improved customer service, increased customer satisfaction for specific UTSA customers, or improved a work process or system?
- How has the team being nominated significantly increased the productivity and efficiency of an operation or work unit?

The Extra Mile Award

The Extra Mile Award recognizes an individual *with (3) three years or more of continuous service* with UTSA and who has taken the initiative to contribute to the success of UTSA through his or her outstanding contributions at work. Extra efforts demonstrated in their accomplishments, timeliness, and follow-through, willingness to help fellow employees, provide good customer service with creativity, dedication, cooperation and reliability. He or she has performed at a level above and beyond normal job requirements that have resulted in furthering the department's and UTSA's goals and mission.

Writing guide:

- Does the nominee for this award have (3) three years or more of continuous service with UTSA?
- How has this individual demonstrated initiative to contribute to the success of UTSA through his or her outstanding contributions at work?
- How have the extra efforts been demonstrated by this individual in the following areas: their accomplishments, timeliness, follow-through, willingness to help fellow employees; provide good customer service with creativity, dedication, cooperation and reliability?
- How has this individual performed at a level above and beyond normal job requirements that have resulted in furthering the department's and UTSA's goals and mission?

The Order of the Roadrunner Award

The Order of the Roadrunner Award will be given to an individual *with five (5) years or more of continuous service* to UTSA who demonstrates exemplary service and commitment, and the achievement of its goals through his or her actions throughout the year. This individual has enhanced the quality of work-life in ways that significantly increase productivity and efficiency for colleagues or customers to include developing creative solutions; provided outstanding and ongoing excellence in services to faculty, staff, students, and/or other UTSA customers. This is the highest honor that a UTSA staff member can receive for his or her dedication to the UTSA community.

Writing guide:

- Does the nominee for this award have (5) five years or more of continuous service with UTSA?
- How has this individual demonstrated exemplary service and commitment to UTSA and the achievement of its goals through his or her actions throughout the year?
- How has this individual enhanced the quality of work-life in ways that significantly increase productivity and efficiency for colleagues or customers to include developing creative solutions; provided outstanding and ongoing excellence in services to faculty, staff, students, and/or other UTSA customers?

The Richard S. Howe Excellence in Service to Undergraduate Students Award

This award is presented to *faculty or staff members* who have shown exemplary commitment towards UTSA undergraduates, such as demonstrating a strong commitment to teaching and/or service to undergraduate students, serving as an advocate for undergraduate education, and engaging in activities to promote student access and success. An individual or team (comprised of up to ten members) may be nominated for this award.

Writing guide:

- Describe how the nominee(s) demonstrated exemplary commitment towards serving undergraduate students. Please provide specifics.
- Describe how the nominee(s)' efforts went beyond his/her (their) daily work responsibilities in serving undergraduate students.
- Describe how the nominee(s)' effort made a significant impact in improving how UTSA serves undergraduate students.