**M E M O R A N D U M**

**TO:** UTSA Faculty and Staff

**FROM:** Ricardo Romo, President

**DATE:** December 9, 2011

**SUBJECT:** University Excellence Awards

Our most valuable asset at UTSA is our people, and our university is on its way to becoming a premier research university thanks to the endless hours of dedication from our employees. It is important that we take the time to recognize and honor those who go beyond the call of duty. This is why I encourage you to take the time to nominate your colleagues for the **University Excellence Awards**.

This year, UTSA will combine staff and faculty honors into one ceremony and will not hold a separate Faculty Honors Convocation. Also a new award, the President’s Distinguished Diversity Award, has been added to the list of honors. With the implementation of the combined ceremony, the timeline for acceptance of nominations has been changed. The **nomination period** will be from **December 12, 2011 through February 3, 2012**, for the following awards:

* President’s Distinguished Diversity Award
* Richard S. Howe Excellence in Service to Undergraduate Students Awards
* The Rising Star Award
* The Leadership Award
* The Team Spirit Award
* The Extra Mile Award
* The Order of the Roadrunner Award

 Attached are descriptions for each of the awards along with the nomination form. 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. I ask that supervisors provide printed copies to those employees who may not have access to a UTSA personal computer.

 **The 2012 University Excellence Awards Ceremony is scheduled for 2:00 p.m., Tuesday, April 10, 2012 in the University Center III Ballroom (1.104) at the Main Campus**. At that event, we will recognize the recipients of the awards listed above, as well as the recipients of the President’s Distinguished Achievement Awards for faculty. Also, we will recognize UTSA employees who have reached milestones in their length of service with the University and retirees from the previous calendar year.

 I thank you in advance for taking the time to nominate your colleagues who help make UTSA a better place for all.

RR/dd

Attachments: Nomination Form

 Award Descriptions

**2012 University Excellence Awards**

**Nomination Form**

**Nomination deadline: 5:00 p.m., February 3, 2012**

 \*\*\*The President’s Distinguished Diversity Award (Complete pages 5 and 6)

\*\*\*The Richard S. Howe Excellence in Service to Undergraduate Students Award (Complete pages 7 and 8)

All UTSA faculty and staff **members** may submit nominations for the University Excellence Awards (UEA) using this form. Previous honorees who received an award more than five (5) years ago **may** be nominated for a 2012 award.

**Nominee Criteria for UEA**: Nominees must be current **UTSA staff (non-faculty) members** who are at director level and below 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 formally recognized at the University Excellence Awards ceremony on **Tuesday, April 10, 2012.**

**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

**IMPORTANT NOTE:** 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.

**2012 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 and 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?

2012 President’s Distinguished Diversity Awards

Nomination Form

The President’s Distinguished Diversity Awards are annual awards that bestow the highest level of recognition to an individual or group that encourages the entire UTSA community to think and practice diversity and inclusion in more creative and collaborative ways.

**Categories:**  **Faculty and Staff members**. This award will recognize any individual (faculty or staff), or group comprised of any combination of individuals (faculty and/or staff), academic department, unit, or office. **Students.** This award will recognize any individual student, or group comprised of students. Please limit all groups in either category to 10 members or less.

Both awards aim to recognize individuals or groups that demonstrate the highest level of commitment to overall excellence of diversity and inclusion in their achievements.

Name of Nominator: Title:

Organization**/Department** name: Work telephone:

Campus Address:

E-mail Address:

Working relationship to the nominee:

***Nominator will need to attach a letter (up to 1,000 words) providing precise details of their knowledge of the nominee and why they are making the nomination.***

I endorse the nomination of the above **nominee or group** for the President’s Distinguished Diversity Award.

**Nominator’s signature: Date:**

I accept the nomination for the President’s Distinguished Diversity Award and agree to participate in the selection process. Refer to Nomination Packet details on the next page.

**Nominee’s signature: Date:**

**(Group leader may sign for group nominated)**

 **Faculty/Staff Award Student Award (Check only one)**

Name of Nominee or Group\* Nominated:

Title: or Lead contact person of group:

Organization**/Department** name: Work telephone:

Campus Address:

E-mail Address: Number of years at UTSA:

Number of years in current area:

\*10 members or less per group.

**Nomination forms and packets must be received no later than February 3, 2012. The Nomination
Form and Packet are submitted to:**

Associate Provost for Faculty and Student Diversity and Recruitment

Attn: President’s Distinguished Diversity Awards Selection Committee

One UTSA Circle

NPB 2.204A

San Antonio, TX 78249

Or electronically: lisa.firmin@utsa.edu

**President’s Distinguished Diversity Awards Nomination Packet information**

The selection committee requires a nomination packet for consideration for this award. The nomination packet will be comprised of the following:

* + A written statement (1,000 word maximum) which describes what you (nominee) or your group brings to the nomination in the way of diversity/inclusion. Information about the activity and the nature of the individual’s or group’s involvement in the activity. Please use double spacing, 12 point font, and include your name, or group’s name, on every page of your writing.
	+ Two letters of support or recommendation. At least one letter from UTSA staff or faculty, the other letter can come from a person of your choice (12 **point** font, margins of **one** inch, limit of one page each).

The Written Statement and **two** letters of support **must** reference the first four criteria below. All other criteria are optional.

* Criteria:

Written Statements *must* include information on the following:

* + Developing innovative programs to enhance diversity within the group or university.
	+ Involvement with programs and activities which promote the development of multicultural understanding and cross-cultural competence.
	+ Implementing initiatives that create a supportive/inclusive environment.
	+ Creating an environment in alignment with the current diversity initiatives as listed in the UTSA strategic plan. (<http://www.utsa.edu/2016/strategic/7.html>)

The following serve as examples of optional information to include in letters/written statement:

* + Incorporating a clear statement of importance of diversity in department or group mission statement.
	+ Recruiting and retaining students, faculty, and staff from underrepresented groups.
	+ Increasing the retention and graduation rates of students from underrepresented groups.
	+ Providing mentoring/advising for students from underrepresented groups.
	+ Providing mentoring for junior faculty and staff from underrepresented groups.
	+ Developing and implementing learning activities that prepare students for a diverse and global society.
	+ Integrating diversity into the curriculum.
	+ Supporting research, service and scholarships in the area of diversity.
	+ Providing opportunities or professional development of faculty, staff and students from underrepresented groups.
	+ Developing activities that support partnerships with minority-serving institutions, visiting scholars and guest lecturers from underrepresented groups.

**Nomination Packets must be submitted in full. Incomplete or late nomination packets will not be considered.**

**Nomination forms and packets must be received no later than February 3, 2012. The nomination form and packet are submitted to:**

Associate Provost for Faculty and Student Diversity and Recruitment

Attn: President’s Distinguished Diversity Awards Selection Committee

One UTSA Circle

NPB 2.204A

San Antonio, TX 78249

Or electronically: lisa.firmin@utsa.edu

**2012 Richard S. Howe Excellence Award**

**Nomination Form**

The ***Richard S. Howe Excellence in Service to Undergraduate Students Award*** is presented to faculty and staffmemberswho 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 10 members) may be nominated for this award. A $2,000 award will be presented to the winning individual or divided among the winning team members. The nomination deadline is February 3, 2012. The winners will be recognized formally at the University Excellence Awards Ceremony on Tuesday, April 10, 2012.

Examples of service we are seeking

* Exceptional customer service demonstrated to help students find solutions to daily challenges
* Developing new teaching materials for improving the delivery of a course for undergraduates
* Improving services that made a significant impact in the lives of students, in areas such as financial aid, athletics, admissions, counseling, advising and, housing
* Exceptional learning experience for students as a result of a faculty member’s teaching efforts
* Providing a quality learning experience for undergraduates through extra-curricular activities
* Outreach activities or programs that made a big difference in getting students to come to UTSA
* Conducting exceptional academic enrichment programs or services that helped students be more successful

**Individual Nominee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Campus E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Supervisor’s name/phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Nomination Information:**

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination forms with *original* signature may be sent or delivered to the Office of the President, Main Building 4th Floor, Main Campus. Questions? Contact Sonia Martinez, Office of the President, 458-6887, or by email: sonia.martinez@utsa.edu

**Nomination Guidelines:** Nominees can be either current *UTSA staff or faculty* and must be in good standing. Previous honorees who received an award more than five (5) years ago can be nominated for a 2012 award. Note that a UTSA employee may be nominated in a given year for only one individual University Excellence Award, including the Howe Award. However, a UTSA employee may be nominated for an individual award and be part of a team award nomination in a given year*.*

Instructions: The questions below are required to be completed as part of the nomination process.

Describe how the nominee(s) demonstrated exemplary commitment towards serving undergraduate students. Please provide specifics.

Describe how the nominee(s)’ efforts are in addition to 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.