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

**TO:** UTSA Faculty and Staff

**FROM:** Ricardo Romo, President

**DATE:** December 14, 2012

**SUBJECT:** University Excellence Awards

Our most valuable asset at UTSA is our people, and our University is on the 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 the **nomination period** will be from **December 14, 2012 through February 8, 2013,** for the following awards:

* President’s Distinguished Diversity Award
* The Rising Star Award
* The Leadership Award
* The Team Spirit Award
* The Extra Mile Award
* The Order of the Roadrunner Award

The **nomination period** will be from **December 14, 2012 through February 20, 2013,** for the following award:

* Richard S. Howe Excellence in Service to Undergraduate Students Awards

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

 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.

 **The 2013 University Excellence Awards Ceremony is scheduled for April 9, 2013**. 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

**2013 University Excellence Awards**

**Nomination Form**

**Nomination deadline:**

 \*\*\*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 2013 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, University Heights (UH) Room 1.120. If you prefer, you may scan and email nominations to Stacey.blum@utsa.edu before sending through campus mail. Recipients of these awards will be formally recognized at the University Excellence Awards ceremony on April 9, 2013.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am nominating this individual for the following award:** (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.

**2013 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?

**2013 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 in the previous year.

**Categories:**

**Faculty and Staff members –** Two awards of up to $1000 will be given. One award will recognize any individual faculty/staff member and another award will recognize a group comprised of any combination of individuals (faculty and/or staff), academic department, unit, or office.

**Students –** Two awards of up to $500 will be given. One award will recognize an individual student, while another award will recognize a group of students.

All award amounts are listed before taxes. Winners will receive their award at the annual ceremony held on April 9, 2013.

Group membership must be limited to 10 members or less. Please list the members you are nominating in the nomination letter.

All 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:

Work telephone: E-mail Address:

***Nominator will need to attach a letter (up to 3 pages) providing precise details of their knowledge of the nominee and why they are making the nomination. See the other items to be included in the nomination packet on the following page.***

**Please check the one box that best describes this nomination:**

Faculty/Staff IndividualStudent Individual

Faculty/Staff GroupStudent Group

Name of Nominee or Lead contact of the group\*:

Work telephone:

E-mail Address:

\*10 members or less per group.

**Complete packets must be received no later than February 8, 2013. Nomination
packets are submitted to:**

Associate Provost for Diversity and Recruitment

Attn: President’s Distinguished Diversity Awards Selection Committee

One UTSA Circle

NPB 2.204A

San Antonio, TX 78249

Or electronically: diversity@utsa.edu

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

The selection committee requires a nomination packet for consideration for this award. In addition to the nomination form and nominator’s letter, the nomination packet will include the following:

* + A written statement (3 pages 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, one inch margins, 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 written statement/letters:

* + 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.

**The nomination packet must be submitted in full. Incomplete or late nomination packets will not be considered. Nomination packets must be received no later than February 8, 2013. Complete nomination packets are submitted to:**

Associate Provost for Diversity and Recruitment

Attn: President’s Distinguished Diversity Awards Selection Committee

One UTSA Circle

NPB 2.204A

San Antonio, TX 78249

Or electronically: diversity@utsa.edu

**President’s Distinguished Diversity Award**

**Nomination Packet Checklist**

**Before you submit your nomination packet, please make sure the following items are included. Including the items below will ensure that your packet is complete and considered for the award.**

❑Nomination Form – Completed with all requested information

❑Nomination Letter – One page and written by the nominator, 3 page maximum. If nominating a group – list all the individuals that are part of this nomination in your letter – 10 members maximum per group.

❑Nominee Statement – Written by the nominee, or group leader, 3 page maximum

❑Letter of reference #1 – This one page letter should be written by someone that is currently employed at UTSA (faculty or staff).

❑Letter of reference #2 – This one page letter should be written by a person that is knowledgeable in the efforts of the nominee to foster diversity/inclusion at UTSA. It is not required that this letter be written by someone associated or employed by the University.

Use Times New Roman, Calibri, or Arial 12 point font and one-inch margins for all written pieces. Please be succinct in your writing and adhere to all proper forms of grammar.

Do not submit articles, pictures, video tapes, DVDs, or links to online content. These items will not be considered and we cannot ensure that these items will be returned to you.

All accomplishments by the nominees should have taken place, or culminated, in the previous year.

**Completed nomination packets must be received no later than February 8, 2013. The nomination packet is submitted to:**

Associate Provost for Diversity and Recruitment

Attn: President’s Distinguished Diversity Awards Selection Committee

One UTSA Circle

NPB 2.204A

San Antonio, TX 78249

Or electronically: diversity@utsa.edu

For any questions please contact Carlos M. Lopez @ 210.458.4296 before submitting any materials.

**2013 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 Wednesday February 20, 2013. The winners will be recognized formally at the University Excellence Awards Ceremony on Tuesday, April 9, 2013.

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 2013 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.