



This document provides an overview of the [Staff Nomination Form](#) questions, which must be completed to officially nominate staff members. For questions about these items, please contact excellence.awards@utsa.edu. Please note that all awards require nominee information to include full name, email address and supervisor information. This information can be found by hovering over the nominee's profile in Teams and clicking the organizational chart icon.

THE LEADERSHIP AWARD

The recipient must be currently functioning in a supervisory capacity that is of a **director or below**; 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 remained receptive to constructive feedback concerning his or her own job performance.

NOMINATION QUESTIONS

1. Is the nominee currently functioning in a supervisory capacity of a director or below?
2. How has the nominee promoted their department's and UTSA's goals through exceptional leadership and job performance, fostering a positive and motivating work environment?
3. In what ways has the nominee encouraged open communication within their department and across UTSA to enhance collaboration and team effectiveness?
4. How has the nominee supported professional development and innovation to advance the goals of their department and the University?
5. How has the nominee demonstrated fairness and receptiveness to constructive feedback for resolving employee and work-related issues?
6. Please take a moment to summarize in 2-3 sentences why this person/team should be considered for this award. This information will be shared at the ceremony should the nominated employee or team be selected as an award recipient.