



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 ORDER OF THE ROADRUNNER AWARD

The Order of the Roadrunner Award will be given to an **individual staff member** who demonstrates exemplary service and commitment to UTSA 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.

NOMINATION QUESTIONS

1. How has the nominee demonstrated exemplary service and commitment to UTSA through their actions and contributions over the past year?
2. Describe how the nominee has been an inspiration towards fostering a positive campus environment?
3. How has the nominee embodied the spirit, values, and mission of the Roadrunner Community?
4. Provide examples of how the nominee has developed creative solutions and delivered outstanding, ongoing excellence in services to faculty, staff, students, and/or the Roadrunner community.
5. 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.