



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 RISING STAR AWARD

The Rising Star Award recipient must be a **new staff 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.

NOMINATION QUESTIONS

1. Is the nominee a new employee with less than 3 years of continuous service with UTSA?
2. What significant and innovative contributions has the nominee made in their area or within the UTSA community?
3. How has the nominee demonstrated improvement and advancement through cooperation and initiative?
4. In what ways has the nominee shown a self-starter and take-charge attitude in their role?
5. What is the significance of the nominee's volunteer activities and their impact on the University community?
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.