



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](mailto: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.

## TEAM SPIRIT AWARD

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Awarded to a **group of staff employees** who has demonstrated an exceptional ability to foster collaboration, communication, and cooperation among colleagues internal and/or external to their department. To be eligible for this award, the nominated group's action should have significantly improved customer service or increased customer satisfaction for specific UTSA customers; significantly improved a work process or system or significantly increased the productivity and efficiency of an operation or work unit.

## NOMINATION QUESTIONS

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1. Provide a team name such as a project team or department name.
2. Highlight specific actions or initiatives that illustrate this team's commitment to collaboration and teamwork across the Roadrunner community.
3. Please provide an example of how this team's collaborative work embodies the values and goals of the university.
4. Please share an example of how this team fosters strong positive relationships across the Roadrunner community to increase overall impact.
5. How has this team's collaborative actions positively influenced or impacted the overall Roadrunner 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.