NOMINATION FORM

University System of Maryland
Board of Regents
Staff Award

Winners receive $2,000 stipend!

AWARD CATEGORIES:

- Exceptional contribution to the institution and/or unit to which the person belongs
- Outstanding service to students in an academic or residential environment
- Extraordinary public service to the university or the greater community
- Effectiveness and efficiency regarding an academic or administrative transformation with a savings of $10,000 or more
- Inclusion, Multiculturalism, and Social Justice

For more information, please contact: Deniz Erman – derman@towson.edu
Additional information is also available on the TUSC website:
https://www.towson.edu/about/administration/tusc/initiatives.html
Eligibility

- Any employee may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves.
- Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees in Regular and Contingent II status.
- Nominee must have been employed at their institution for at least five (5) consecutive years.
- CEO’s (Chancellor and Presidents), Officers and Sr. Leadership are not eligible.

Nominations should include:

1. **Nomination Cover Sheet** – Template is provided on page 6. Please fill out and sign.

2. **Nomination Letter** - A nomination letter must accompany each nominee packet and must be completed and signed by the nominator. State the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two (2) pages.

3. **Position Description** - Position description must include the purpose of the position and specific job duties listed in detail. [Please use template included on final page of this packet only](#) (no resumes). The position description must be signed by the employee’s supervisor.

4. **Letter of Recommendation** – Include a one-page letter of recommendation that references what makes this individual exceptional in the category nominated. Recommendations are welcomed from persons external, as well as internal, to the institution and should include information on how to contact the author. **Letters must be in support of the nominee’s activities as they relate to the category for which he/she is being nominated.** Printed emailed letters are acceptable.

*Please note: All nominations must be shared with the division Vice President and the nominee prior to the due date.*

Timeline

**Friday, November 16** – Nominations should be submitted electronically to Jennifer Morrow at jgmorrow@towson.edu. Submit one PDF with all items (above) included. No printed copy is required.

**Friday, November 30** – Nominators will receive notification about the status of their submission. This notification will include a regret or encouragement to submit additional material. If selected for full submission, a mentor will be assigned to you in this email.

**Tuesday, January 15** – Full submissions are due. This submission will include an additional two (2) recommendation letters and optional supporting material (e.g., articles, awards, recognitions). Supporting material should be current and brief (past five (5) years and limited to five (5) pages in length).

**Friday, January 18** – Finalists will be notified if they have been selected to move onto USM Board of Regents final awards.

Selection Process

The Council of University System Staff will review full nominations and submit recommendation for awards to the Board of Regents. Winners will be announced in early summer with a formal presentation of the award recipients by the Board of Regents in early Fall 2019.
Board of Regents Staff Awards

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents Staff Awards represent the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt Staff employees from institutions within the University System of Maryland. The awards are presented to individual Staff employees who have demonstrated excellence.

The nominee’s success should be beyond the scope of their full-time professional responsibilities. These awards are based on the quality of the nominee’s work within their institution, community or surrounding environment. The awards are measured by the impact the nominee makes within the five award categories listed below.

1. Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs
2. Outstanding Service to Students in an Academic or Residential Environment
3. Extraordinary Public Service to the University or Greater Community
4. Effectiveness and Efficiency
5. Inclusion, Multiculturalism, and Social Justice

There are two awards given in each of the five (5) categories – one for an Exempt Staff employee and one for a Non-exempt Staff employee. In the Effectiveness and Efficiency category an award can be given to two exempt or two nonexempt staff employees or one exempt and one nonexempt. Each awardee will receive a $2,000.00 stipend and a plaque in recognition of the award being received. It is recommended that your Institution publicize the accomplishments of those outstanding individuals granted this honor. Awards will be announced in mid-July 2019 and formally presented to the awardees at the Board of Regents September meeting.

Award Categories

Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:

- A creative and implemented approach to process improvements
- Original idea that contributed to the success of the unit/institution
- A Staff employee who is in a non-leadership position that provided leadership, team building and/or facilitated a team or project that enhanced the organization
- A Staff employee in a leadership position that consistently grows their organization by mentoring and growing each of their subordinates

Outstanding Service to Students in an Academic or Residential Environment:

- Someone who consistently makes a difference and impact in student lives
- Contributed to an innovative, original idea that implemented and transformed an aspect of the “student experience”
Award Categories cont.

**Extraordinary Public Service to the University or Greater Community:**

- A personal dedication to a project or cause that definitively improved the greater community
- Staff employee of the USM community who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community
- The award is based on a sustained record of service over a period of years carried out through the individual’s role(s) in the University rather than as a private citizen

**Effectiveness and Efficiency:**

- To publicly recognize exemplary ideas that, when implemented, will serve to further the University System of Maryland’s goal to continually increase the effective and efficient use of its resources. One award from the listed categories may be made for an exemplary initiative that has the potential to be implemented system-wide.

**Awards shall be bestowed in the following two categories:**

- **Academic Transformation**
  - Improved learning and a minimum cost savings of $10,000.00
- **Administrative Transformation**
  - Improved effectiveness and efficiency resulting in a minimum cost savings of $10,000.00

- In addition to the existing application procedures, the nominee’s packet needs to include:
  1. A brief description of the innovative initiative
  2. Potential benefits
  3. Magnitude (single/multiple institutions or system-wide)
  4. Effectiveness and efficiency to be attained (including estimated cost and/or resource savings)

- Award recipients may be invited to address the Board.

For further detail on current initiatives, applicants will be advised to review the Effectiveness & Efficiency reports available at: [http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index](http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index)

**Inclusion, Multiculturalism, and Social Justice:**

- This award salutes the outstanding work of a USM staff member in their ability to build, nurture, and advance inclusion, multiculturalism, and social justice practices within their community. Their community may be comprised of their internal institutional community, their external institutional community, or a combination of the two.

**Review criteria includes outcomes, including, but not limited to:**

1. Community engagement in diversity dialogue and education
2. Examination and modification of current practices of one’s department/institution that supports inclusion
3. Implementation of initiatives that foster inclusion, multiculturalism, and social justice
USM BOARD OF REGENTS STAFF AWARDS

NOMINATION COVER SHEET

Name of Nominee: ________________________________________________________________

Years Employed at Institution: _____________ Years Employed in Position: _____________

Institution: ___________________________ Department or Unit: __________________________

Address: _______________________________________________________________________

Position Title: __________________________ Exempt ______ Nonexempt ______

E-Mail Address: __________________________ Work Phone: __________________________

Please check the category for which the employee is being nominated:

- Exceptional contribution to the institution and/or unit to which the person belongs
- Outstanding service to students in an academic or residential environment
- Extraordinary public service to the university or to the greater community
- Effectiveness and Efficiency
- Inclusion, Multiculturalism, and Social Justice

Please check and attach each of the following, in the order given:

- Nomination cover sheet
- Nomination letter
- President’s endorsement letter
- Position description to include purpose and specific job duties (use enclosed template only, resumes will not be accepted)
- Recommendation letters (3) one page letters (emails are acceptable)
- Supporting material, 3-5 pages (optional yet helpful)

Nominator’s Name (please print) ___________________________ Department ___________________________

Nominator’s E-Mail ___________________________ Phone Number (work) __________________________

Nominator’s Signature: ________________________________________________________________

Nominations should be submitted electronically to Jennifer Morrow at jgmorrow@towson.edu. Submit one PDF with all items included. No printed copy is required.
USM BOARD OF REGENTS STAFF AWARDS

POSITION DESCRIPTION

Please provide all requested information, including your specific job duties and responsibilities. You may use an additional sheet if necessary. (No resumes will not be accepted)

Name (please print) ________________________________ Supervisor’s Name (please print) ________________________________

JOB DUTIES AND RESPONSIBILITIES:

I certify that the above job duties are performed by the applicant:

______________________________
(Supervisor’s Signature)