

Superior Accomplishment Awards Nomination Form

Please submit this nomination form, along with letters of support, to your division's awards committee chairperson. Letters of recommendation may be submitted and are encouraged in support of the nomination. Self-nominations are not accepted. Criteria for this program are listed on the reverse side of this form. **Nomination deadline: October 31, 2011.**

Nomination for Award Type (check line for appropriate award):

Superior Accomplishment Award
 Community Service Award
 Diversity and Inclusion Award

Nominee's name (first mi. last): _____ Today's date: _____

Nominee's UF ID #: _____

Award category: _____

Nominee's department: _____ Position: _____

Nominee's work address: _____

Nominee's supervisor (if known): _____

Your name: _____ Work phone: _____

Work address: _____

Your signature: _____ E-mail address: _____

Yes **No** Was the nominee employed on at least a 75-percent or 3/4 work-time basis throughout the academic year under consideration?

Below please list the nominee's accomplishments during the past academic year (August 1, 2010 – July 31, 2011). Be sure to make special note of those actions by the nominee that contributed to the overall goals of the department in which he or she is employed. Feel free to use additional sheets or a separate letter as needed.

SUPERVISOR'S RECOMMENDATION: (NOTE: If nominee's supervisor is unknown, please leave this section blank.)

The employee referenced above has been nominated for the Superior Accomplishment Award in the noted award category. As the immediate supervisor of the employee nominated, your recommendation concerning this nomination is requested. If applied, your signature represents a positive recommendation. If you wish to provide additional information, you may do so on a separate sheet.

Name: _____ Today's date: _____

Signature: _____ Department: _____

Work phone: _____ E-mail address: _____

CRITERIA FOR SELECTION

These criteria shall be used at both the divisional and university levels for all awards:

1. Eligibility

All Academic Personnel, TEAMS employees, and USPS staff members except those at the department chair or director level and above. If an employee receives a divisional or University Superior Accomplishment Award, he or she will not be eligible for another divisional or University award in the same category until one year has passed.

2. Length of Service/Full-Time Equivalency (FTE)

All nominees must have been appointed on a minimum 75 percent or $\frac{3}{4}$ work-time basis as a University of Florida hourly/salaried employee (including UFF) for the full academic year under consideration. For Academic Personnel, the full-year employment period is two academic semesters during the academic year under consideration.

For Superior Accomplishment Award:

a) Performance

Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee shall consider the following criteria:

- A. Excellence in overall job performance
- B. Outstanding service to students, staff, faculty, visitors, and University clientele
- C. Willingness to assist beyond normal expectations
- D. Dedication to the job and the University
- E. Consistent cooperation and helpfulness
- F. Initiative and/or creativity in performing assigned duties

For Community Service Award:

a) Supporting Actions

- Nominees should have shown a record of significant and sustained community service such as volunteering with charitable/nonprofit organizations, through civic service, or within the local or University community.
- Nominees should have served as an inspiration to others through his or her persistent excellence either at the University (in a capacity other than their usual assignment) or in the general community.
- Nominees should have shown that they are providing assistance to a local community of University project that had a positive impact on individuals.

For Diversity & Inclusion Award:

To recognize an employee who demonstrates exemplary conduct that fosters full participation by diverse faculty, students and staff, creates a climate of inclusion on campus or in the community, and promotes diversity to enhance educational, research or other work outcomes.

- a) Example 1: An employee who has implemented or participated in the implementation of a diversity program or activity to enhance the recruitment, retention, academic success and/or graduation of students of under-represented groups whose inclusion is needed to achieve mission-critical broad diversity.
- b) Example 2: An employee who has created an environment that is diverse, inclusive and encourages full participation by all groups whose inclusion is needed to achieve mission-critical broad diversity.
- c) Example 3: An employee who has participated in implementing a diversity program or modeled inclusion through employee recruitment and retention in their area, supporting broad university diversity goals.
- d) Example 4: An employee who recognizes diversity and simultaneously participated in providing educational programs that allow every audience member/participant the opportunity to hear or read the information in the language/format of their choice/need.
- e) Example 5: An employee who reworked his/her syllabus and readings to represent a range of perspectives and histories regarding the subject matter. This faculty member has also participated in trainings on different learning styles and has incorporated a range of methods to create a more inclusive and affirming environment.
- f) Example 6: An employee who wrote and received a National Science Foundation grant to encourage and support students from underrepresented backgrounds in the Science, Technology, Engineering and

Mathematics (STEM) fields. This faculty member created the program from admission through graduate school.

- g) Example 7: An employee who creates, or participates in the marketing and conducting of school and/or summer youth programs that target minority or underrepresented youth in local communities.
- h) Example 8: An employee who participates in the creating, marketing and conducting community workshops where special effort is made to reach minority or underrepresented, disadvantaged adults and youth in local communities.

Division Chairs

Division 1 All departments, divisions, and units under the Office of the President, the Office of the Senior Vice President and Chief Operating Officer, the Vice President of Human Resource Services, the Office of Research, the Office of the General Counsel, the Office of Public Relations, the Office of the Vice President and Chief Financial Officer, the Office of the Vice President and Chief Information Officer, and all UF departments, divisions, and units under the Vice President for Development and Alumni Affairs (UFF).

Ms. Melissa Orth, 111 Tigert Hall, Box 113157, 2-4574, Fax 6-3124, maorth@ufl.edu

Division 3 All schools, colleges, departments, and units under the Office of the Provost and Senior Vice President for Academic Affairs.

Ms. Susan Ciccarone, 3219 Turlington Hall, Box 117330, 2-0266 x224, Fax 392-6568, susancic@ufl.edu

Division 4 All schools, departments, and units under the Senior Vice President for Agriculture and Natural Resources (IFAS).

Ms. Kay Ahrens, 2001 McCarty Hall, Box 110270, 392-1961, Fax 392-8988, kahrens@ufl.edu

Division 5 All colleges, departments, and units under the Senior Vice President for Health Affairs (Health Science Center to include Vet Med).

Ms. Beth Miller, M-120H JHMHC, Box 100284, 273-7545, Fax 392-8554, milleb@ufl.edu

Division 6 All departments and units under the Vice President for Student Affairs.

Ms. Myra Morgan, 155 Tigert Hall, Box 113250, 2-1265 x267, Fax 2-7301, myram@ufl.edu

Division 7 All departments, divisions, and units under the Vice President for Business Affairs.

Mr. Fred Gratto, Bldg 809 Physical Plant Division, Box 117745, 2-1148, Fax 2-3044, fgratto@ufl.edu

Program Chair/Committee Coordinator

Mr. Kevin L. Clarke

Employee Relations, Human Resource Services

Room 2038 McCarty D, PO Box 110281

392-4777, fax 392-3226, kevin-clarke@ufl.edu

The Superior Accomplishment Awards Program is coordinated by Human Resource Services.

Visit our web site at www.hr.ufl.edu/awards/saa/default.asp

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