

## NOMINATION FORM

Please submit this form and supporting letters to your division's committee chair. (DIVISION/CHAIRS LIST)  
Self-nominations are not accepted. Nomination criteria are listed at the end of this form. (CRITERIA LIST)  
Save this form to your computer before filling it out.

**NOMINATION DEADLINE: OCTOBER 31**

Today's date:

### NOMINEE'S

Name: \_\_\_\_\_ UF ID #: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Work address: \_\_\_\_\_

Supervisor (if known): \_\_\_\_\_

Catagory award type: \_\_\_\_\_

YES  NO Was the nominee employed on at least a 75% or 3/4 work-time basis during this academic year?

### NOMINATOR:

Name: \_\_\_\_\_

Work address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

### NOMINEE'S SUPERVISOR: (NOTE: IF NOMINEE'S SUPERVISOR IS UNKNOWN, LEAVE THIS SECTION BLANK.)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature of Endorsement: \_\_\_\_\_

**BRIEFLY DESCRIBE THE NOMINEE'S JOB (use additional pages, if necessary):**

WHY DOES THIS PERSON DESERVE RECOGNITION? (use additional pages, if necessary)

IS THIS WORK ABOVE AND BEYOND HIS/HER JOB DESCRIPTION? IF YES, WHY. (use additional pages, if necessary)

(OPTIONAL) DO YOU HAVE ANY FIGURES/STATISTICS TO ILLUSTRATE THE CONTEXT OF HIS/HER WORK?  
(use additional pages, if necessary) *Ex: Due to his/her efforts, 5 more patients were helped daily. Or, the team accomplished 20% more work.*

# CRITERIA FOR SELECTION (DIVISIONAL AND UNIVERSITY LEVELS):

## 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.

## 3. DISCIPLINARY ACTION

All nominees that have received an official disciplinary action during the previous academic year are not eligible for consideration.

## EMPLOYMENT PERFORMANCE AWARD

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

- ▶ Excellence in overall job performance
- ▶ Outstanding service to students, staff, academic personnel, visitors, and university clientele
- ▶ Willingness to assist beyond normal expectations
- ▶ Dedication to the job and the university
- ▶ Significant focus and attention to safety in the workplace to include development and/or compliance with safety policies, plans, and procedures
- ▶ Consistent cooperation and helpfulness
- ▶ Initiative and/or creativity in performing assigned duties

## COMMUNITY SERVICE AWARD

- ▶ 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. If the nominee's work relates to community service, please provide a copy or description of their job responsibilities with explanation of service beyond what is expected.
- ▶ Application materials should demonstrate how nominees are providing assistance to a local community or university project that had a positive impact on individuals. A letter of support from the audience or agency served is strongly encouraged to certify service commitment.

Community Service Definition: “Services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including:

- ▶ such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- ▶ support services to students with disabilities; and
- ▶ activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities; and counseling, including career counseling.”

#### 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. Examples include:

- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ 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 VP for University Relations, the Office of the Vice President and Chief Financial Officer, and all UF departments, divisions and units under the Vice President for Development and Alumni Affairs.  
**Ms. Melissa Orth, 111 Tigert Hall, Box 113157, 392-4574, Fax 846-3124, maorth@ufl.edu**

## DIVISION 3

All schools, colleges, departments, and units under the Office of the Provost and Senior Vice President for Academic Affairs.  
**Mr. Jonathan Peine, 216 Criser Hall, Box 114000, 294-7617, Fax 294-7619, jpeine@ufl.edu**

## DIVISION 4

All schools, departments, and units under the Senior Vice President for Agriculture and Natural Resources (IFAS).  
**Ms. Jana Barnash, 2343 Mowry Road, Building 69, Box 110810, 294-3330, jbarnash@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. Lavina Gramig, Medical Science Building-Room N102, Box 100237, 273-5163, gramig@ufl.edu**

## DIVISION 6

All departments and units under the Vice President for Student Affairs.  
**Ms. Myra Morgan, JWRU Suite 1025, Box 118505, 392-1643, myram@ufl.edu**

## DIVISION 7

All departments, divisions, and units under the Vice President for Business Affairs.  
**Mr. David Looney, 1900 Museum Rd. G-072, Box 112450, 392-0306, dlooney@ufl.edu**

## PROGRAM CHAIR / COMMITTEE COORDINATOR

**Dr. Kevin L. Clarke, Human Resource Services  
Room 111 HR Building, PO Box 115110, 273-1721, fax 846-0668, 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](http://www.hr.ufl.edu/awards/saa/default.asp).*