



Human Resources



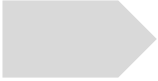
SUPERIOR

Accomplishment Awards

NOMINATION GUIDE

How to write an effective Superior Accomplishment Award nominations

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ABOUT THE SUPERIOR ACCOMPLISHMENT AWARDS

The Superior Accomplishment Awards Program recognizes eligible faculty and staff members across the University of Florida and the UF Health enterprise. The program honors those who have demonstrated outstanding and meritorious service, improved efficiency, operational excellence, and/or made a meaningful impact on the quality of life for students, patients, employees, and the communities we serve.

The program is designed to recognize exceptional faculty and staff for their dedication, commitment to excellence, and willingness to go above and beyond in advancing the missions of the University of Florida and UF Health.

TIMELINE AND EXPECTATIONS

The Superior Accomplishment Awards nomination cycle begins in late spring and remains open through the middle of the fall semester, typically closing at the end of October.

After nominations close, University of Florida Human Resources (UFHR) reviews all submissions to verify eligibility and ensure each nomination meets the established award criteria.

Once the vetting process is complete, divisions evaluate eligible nominations and select Division Award recipients. Selections are due in January, and many divisions host recognition ceremonies shortly after to celebrate and announce their awardees."

At the same time, the University Selection Committee reviews the division winners and votes on the University-level award recipients.

These recipients remain confidential until they are recognized at the annual University Superior Accomplishment Awards ceremony, typically held in April.

AWARDS

Division-level

Award recipients receive \$300 in cash, an exclusive gift and a framed certificate.



University-level

All division winners compete for university-level Gold and Special Recognition awards, nine receiving \$2,000 in cash and a gold trophy and six receiving \$1,000 in cash and a silver trophy. All awards are subject to applicable taxes.



Each award at division or university level is subject to applicable taxes.

WHY NOMINATE?

Recognition matters. Every day, University of Florida and UF Health employees make meaningful contributions that advance our mission of education, research and service. Taking the time to submit a nomination ensures that exceptional work is recognized and celebrated.

By nominating, you help:

Recognize Excellence

Celebrate employees who consistently exceed expectations and make a lasting impact.

Boost Employee Morale

Recognition reinforces that hard work, innovation and dedication are valued.

Inspire Others

Sharing stories of outstanding accomplishments encourages a culture of excellence across our institutions.

Support Employee Engagement

Employees who feel recognized are more likely to remain engaged, motivated and committed to their work.

Strengthen Our UF Community

Recognizing exceptional contributions helps foster appreciation, collaboration and pride.



HELPFUL HINTS

While we are all fortunate to work with amazing people who are doing extraordinary things, it can be hard to put those thoughts on paper. Here are five suggestions to assist you, the nominator, in completing a nomination packet that effectively communicates the significance of the information it contains.



Paint a full picture.

Remember that nomination packets reach the desks of individuals who do not know what your department is tasked with, let alone what a star performer might look like in that space. A nomination packet is stronger if it provides significant depth and breadth to the information given. For example, including letters of support from individuals that provide a diverse set of perspectives – ranging from direct supervisor and peers to colleagues across campus and members of the broader community.



Tell us about their role.

In order for contributions to be superior, we need to understand the nominee's role and how they have raised the bar through their performance. Please make sure to reference their duties and responsibilities to give a more comprehensive view of how their actions truly went above and beyond what they were tasked with in their position.



Context is key.

Make sure to give the reader the appropriate context to help us understand what the nominee's contribution means to the people and/or areas it touched. When possible, include data points and before-after comparisons to convey how the work was significant, impactful, innovative and game-changing!

HELPFUL HINTS CONTINUED



Details matter.

Use specific examples to give us a view into the department, the individual – their personality, dedication, work ethic, creativity – and how their contributions made a difference. Details help committee members gauge the level of impact, ingenuity, commitment and good character the nominee brings to the UF community.



Give credit where credit is due.

If you are nominating several individuals who worked on the same project, make sure you are specific in defining the role of each individual. Let us know what part they played and why their specific efforts deserve special recognition.

STARTING A NOMINATION

Steps to Complete a Superior Accomplishment Award Nomination

1. Begin the Nomination

- Enter the nominee's UFID.
- Confirm you have selected the correct employee.

2. Verify the Nominee

3. Select the Award Category

Choose the award type that best reflects the nominee's accomplishments:

- Individual Employee Performance
- Rookie of the Year: Employee has been employed at UF for two years or less
- Team Collaboration: Teams of up to six members
- Sustained Excellence: Outstanding performance of a project over the span of five or more years

4. Confirm Eligibility

Verify that the nomination recognizes outstanding contributions made during the previous fiscal year (July 1 – June 30).

Exception: Sustained Excellence nominations should reflect exceptional contributions over a period of five or more years.

5. Complete the Nomination Questions

6. Attach Supporting Documentation

Upload any documents that strengthen the nomination, such as:

- Letters of support
- Performance metrics
- Project summaries
- Awards or recognitions
- Testimonials or other relevant evidence

7. Review and Submit

STARTING A NOMINATION CONTINUED

Additional helpful hints

- Start now, add details later. You can begin a nomination and upload supporting documentation at any time before the nomination deadline.
- Can't find a nominee's UFID? Contact your HR representative or your Division SAA Chair for assistance.
- Use your Division SAA Chair as a resource. Your Chair can help you:
 - Locate a nominee's UFID.
 - Determine the most appropriate award category.
 - Answer questions about the nomination process and eligibility.
- Has the individual already been nominated? You can still contribute. If a nominee has already been submitted by someone else, the system will recognize the existing nomination and give you the option to add supporting documentation, letters of support or additional examples of the nominee's accomplishments. Multiple contributors help create a stronger, more comprehensive nomination.

NOMINATION QUESTIONNAIRE

The following example is based off an individual nominated for the Rookie of the Year category.

Rookie of the Year is designed to recognize newcomers who, having successfully passed their probationary period, have excelled, and had a positive impact through their work early on in their role at UF. For this award, a newcomer is defined as someone who has been at UF for less than two years.

Please provide a brief bio (250 words or less) that tells the SAA committee about the nominee, their position, and the work they do. *

Alli Gator serves as the Senior Innovation Coordinator in the Office of Campus Adventures, where they have worked since 2018. In this role, Alli leads projects that improve campus experiences through creative problem-solving, cross-department collaboration, and process improvements. They coordinate initiatives across multiple teams, develop new programs, and help ensure projects are completed on time and within budget.

Alli is widely recognized for their collaborative leadership style, commitment to continuous improvement, and dedication to supporting colleagues. They regularly mentor new employees, facilitate professional development workshops, and are known for building strong partnerships across the organization. Their ability to bring people together and identify innovative solutions has made them a trusted resource for both peers and leadership.

Over the past year, Alli assumed the additional responsibility of serving as Acting Director while continuing to perform their regular duties. During this time, they successfully led several high-impact initiatives, streamlined internal processes, improved communication across departments, and ensured uninterrupted operations during a period of organizational change. Their leadership resulted in measurable improvements in efficiency, collaboration, and customer service.

Alli consistently goes above and beyond the expectations of their position by demonstrating initiative, professionalism, and a strong commitment to organizational success. Their outstanding contributions over the past year make them an excellent example of the type of employee recognized through the Superior Accomplishment Awards.

- Employee's current position and department
- Length of time in their current role and/or at UF
- Primary responsibilities
- Areas of expertise or specialization
- Leadership, teaching, research, service or operational responsibilities (as applicable)
- A brief overview of why they are a valuable member of the organization
- Any context that helps reviewers understand the nominee's role

Tip: This section introduces who the nominee is, not why they deserve the award.

NOMINATION QUESTIONNAIRE CONTINUED

How has this individual generated significant impact while still a newcomer to UF? Please include specific examples and how it has made a positive impact on the overall goals and objectives of the department, University, etc. *

Although Alli Gator joined the Office of Campus Adventures less than a year ago, they have quickly established themselves as a valuable contributor by identifying opportunities for improvement and building strong relationships across the organization. Rather than waiting to become familiar with existing processes, Alli took the initiative to learn departmental operations, seek feedback from colleagues, and recommend practical solutions that addressed long-standing challenges.

One notable example was their leadership in redesigning the department's project intake process. Alli collaborated with multiple teams to simplify workflows, eliminate duplicate efforts, and introduce standardized templates that reduced processing time and improved communication between stakeholders. As a result, project requests were completed more efficiently, allowing staff to focus on higher-value work while providing a better experience for internal customers.

Alli also created a new onboarding resource for incoming employees that consolidated essential information into a single, easy-to-use guide. This resource reduced onboarding time, increased consistency, and gave new team members the tools they needed to become productive more quickly.

Beyond their assigned responsibilities, Alli volunteered to support university-wide initiatives, shared best practices with colleagues, and consistently sought opportunities to improve collaboration across departments. Their enthusiasm, adaptability, and willingness to take ownership of challenges have had an immediate and lasting positive impact on the department's operations and have helped advance the university's goals of innovation, efficiency, and exceptional service.

- What they accomplished within their first few years at UF
- Specific projects or initiatives they led or contributed to
- Challenges they identified and addressed
- Improvements they implemented
- Measurable results (time saved, increased participation, improved efficiency, cost savings, etc.)
- How their work supported departmental, college or university goals
- Why their impact is exceptional for someone relatively new to UF

Tip: Focus on results, not just responsibilities.

NOMINATION QUESTIONNAIRE CONTINUED

How have their contributions surpassed expectations? Please describe how their performance compares to their job description. *

Alli Gator has consistently exceeded the expectations of their position by taking on responsibilities well beyond those outlined in their job description. While their role primarily focuses on coordinating projects and supporting departmental operations, Alli has demonstrated leadership by identifying opportunities for improvement, leading cross-functional initiatives, and serving as a trusted advisor to colleagues and leadership.

Rather than limiting their efforts to assigned tasks, Alli proactively developed solutions to operational challenges, introduced more efficient processes, and volunteered to lead initiatives that benefited the entire department. They routinely collaborate with teams outside of their immediate area, facilitate discussions to resolve complex issues, and ensure projects continue moving forward even when obstacles arise.

Alli has also become a resource for new employees by mentoring colleagues, sharing knowledge, and helping establish best practices that improve consistency across the organization. Their willingness to step into leadership roles during periods of transition and their commitment to delivering high-quality results have significantly expanded the impact of their position.

The initiative, innovation, and leadership Alli demonstrates consistently surpass what would normally be expected of someone in their role. Their contributions have strengthened departmental performance, improved collaboration, and advanced organizational goals, making them an outstanding example of an employee who goes above and beyond in service to the university.

- What their job description normally requires
- Responsibilities they assumed beyond their assigned duties
- Leadership shown without being asked
- Initiative in solving problems or improving processes
- Examples of innovation or creativity
- Collaboration across departments or teams
- Mentoring or supporting colleagues
- How their performance exceeded what is typically expected of someone in their position

Tip: Compare expected performance with actual performance.

NOMINATION QUESTIONNAIRE CONTINUED

Supporting Documentation

Please upload letters of support for this nomination and other supporting material you wish to provide. We encourage you to combine all files into one PDF. However, you may upload up to 5 files to support this nomination.

Supporting Files *

Choose File Supporting Letters SAA.pdf

[Add another file](#)

Additional Comments:

(e.g., use this field to indicate if you are submitting on behalf of someone else and include their name)

Alli Gator consistently demonstrates the professionalism, initiative, and collaborative spirit that embody the values of the Superior Accomplishment Awards. They approach every challenge with a positive attitude, a commitment to excellence, and a willingness to support both colleagues and the broader university community. Their ability to build strong relationships, inspire teamwork, and deliver meaningful results has earned the respect of peers and leadership alike.

While the examples provided highlight several key accomplishments, they represent only a portion of Alli's contributions over the past year. Their dedication to continuous improvement, exceptional work ethic, and lasting impact on departmental success make them highly deserving of this recognition. Alli serves as an outstanding example of the excellence and commitment that the Superior Accomplishment Awards are intended to celebrate.

- Qualities that distinguish the nominee
- Examples of professionalism, integrity or leadership
- Positive impact on colleagues, students, patients, customers or the university community
- Why they are especially deserving of recognition
- Any accomplishments that did not fit elsewhere in the nomination
- A strong closing statement summarizing why they should receive the award

Tip: Only one letter of support is required, but the strongest nominations are often supported by multiple letters from different colleagues highlighting the nominee's impact.

SUPPORTING DOCUMENT



Office of Campus Adventures

123 Gator Way, Suite 200
Gainesville, FL 32611
352-555-0100
www.ufl.edu

May 20, 2025

Superior Accomplishment Awards Committee
University of Florida

RE: Letter of Support for Alli Gator

Dear Committee Members,

It is my pleasure to enthusiastically support the nomination of Alli Gator for a Superior Accomplishment Award. As Alli's supervisor, I have had the opportunity to witness firsthand the exceptional professionalism, initiative, and dedication they bring to our department each day. While many employees perform their assigned responsibilities well, Alli consistently exceeds expectations by seeking opportunities to improve processes, support colleagues, and advance our organization's mission.

Since joining the Office of Campus Adventures, Alli has quickly become a trusted leader and problem solver. They possess a unique ability to identify operational challenges, collaborate with stakeholders, and develop practical solutions that produce meaningful results. Over the past year, Alli led the redesign of our project intake process, introducing standardized workflows and communication tools that reduced processing times, improved transparency, and created a more consistent experience for both staff and internal partners.

Beyond their technical expertise, Alli has demonstrated remarkable leadership. During a period of organizational transition, they willingly assumed additional responsibilities to ensure continuity of operations while continuing to excel in their primary role. They regularly mentor new employees, encourage collaboration across teams, and foster an environment where innovation and continuous improvement are valued. Their positive attitude, dependability, and willingness to assist others have earned the respect of colleagues throughout the organization.

What distinguishes Alli most is their commitment to serving others. They do not simply complete assigned tasks—they look for ways to make lasting improvements that benefit the entire department. Whether volunteering to lead cross-functional initiatives, developing resources that simplify complex processes, or supporting teammates during high-demand periods, Alli consistently demonstrates leadership without regard for recognition.

Alli's contributions have strengthened our department's effectiveness, improved operational efficiency, and enhanced the experience of those we serve. Their impact extends well beyond the scope of their position and reflects the highest standards of excellence, collaboration, and service.

I offer my strongest recommendation for Alli Gator's nomination. They exemplify the qualities the Superior Accomplishment Awards are designed to recognize, and I can think of no one more deserving of this honor.

Sincerely,

A handwritten signature in blue ink that reads "Albert Gator".

Albert Gator
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The Foundation for The Gator Nation



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To learn more about the Superior Accomplishment Awards, scan the QR code or email us at **SAA@hr.ufl.edu**