

## Staff Awards: Criteria and Eligibility

### Board of Regents USM Awards for Exempt and Non-Exempt Staff

- Any staff employee on Regular or Contingent II status who has been employed by USM for at least five consecutive years is eligible.
- Exempt and Non-Exempt Staff must have demonstrated excellence and be nominated in one of five categories:
  - Exceptional contribution to UMBC and/or the unit to which the person belongs, for example:
    - A creative and implemented approach to process improvements
    - Original idea that contributed to the success of the unit/institution
    - A staff employee in a non-leadership position who provided leadership, team building and/or facilitated a team or project that enhanced the organization
    - A staff employee in a leadership position who consistently grows the organization through mentoring and growing all subordinates
  - Outstanding service to students in an academic or residential environment, for example:
    - Although not part of the job description, someone who consistently makes a difference in students' lives
    - Contributed an innovative, original idea that was implemented and transformed an aspect of student experience
  - Extraordinary public service to the university or to the greater community, for example:
    - 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 over a period of years carried out through the individual's role in the University rather than as a private citizen
  - Excellence in inclusion, multiculturalism, and social justice  
This award salutes the outstanding work of a USM staff member in building, nurturing, and advancing inclusion, multiculturalism, and social justice practices within their community. Their community may comprise their internal institutional community, their external institutional community, or a combination of the two.

- Effectiveness and efficiency transformation:
  - *Administrative transformation*: Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000
  - *Academic transformation*: Improved learning and minimum cost savings of \$10,000
- Packets for campus nominees are developed and sent forward to the Board of Regents to compete with nominees from other USM institutions. The ten employees chosen as winners by the Board of Regents are announced in summer 2020 and receive a plaque and \$2,000 each.

### **UMBC Presidential Distinguished Staff Award – Exempt**

- Any full-time Exempt staff member, including academic administrators, who has been employed at UMBC for at least seven years, is eligible. (An individual whose primary appointment is as a faculty member is not eligible.)
- Award recognizes exceptional performance, leadership and service by a member of the University staff.
- Selected recipient will have a career that is distinguished by dedication to the fulfillment of the campus' goals and mission, by professional accomplishments, and by campus service.
- Particular emphasis will be placed on contributions that have had a wide-ranging and enhancing influence on the entire campus community.
- The department head must be consulted before a name may be put forward. Each department may nominate only one employee in each category.
- Recipient will be honored at a spring 2020 campus event and will receive \$2,500.

### **UMBC Presidential Distinguished Employee of the Year – Non-Exempt**

- Any full-time Non-Exempt staff member who has been employed at UMBC for at least five years is eligible.
- Award recognizes exceptional performance and/or service by a member of the University staff.

- Selected recipient will have extraordinary dedication to the fulfillment of the campus goals and mission.
- The department head must be consulted before a name may be put forward. Each department may nominate only one employee in each category.
- Recipient will be honored at a spring 2020 campus event and will receive \$2,500.

### **Jakubik Family Endowment Staff Award**

- This award was established to recognize staff contributions toward the success of UMBC students
- All professional and non-exempt staff who have worked at UMBC for at least five years are eligible
- Examples of eligible positions include advisors, coaches, and residence life staff, but equally important contributions to students success are made by those who work behind the scenes in positions without whose work students' success would not be possible
- Staff contributions can be in any or all of the following areas:
  - Innovative advisement or student academic services
  - Excellence in teaching
  - Mentoring undergraduate students
  - Development of new programs to further the learning environment
  - Creative application of technology to the student learning process
- Recipient will be honored at the spring 2020 campus event and will receive \$1000.

### **Karen L. Wensch Endowment Award for Outstanding Non-Exempt Staff**

A minimum of five years of service at UMBC and status as a non-exempt staff member are requirements for all nominees.

This award was established to recognize outstanding non-exempt staff in one or more of the following areas:

- Fully engaged with the UMBC community
- Dedicated to UMBC
- Routine performance above and beyond the requirements of the position

- Extraordinary customer service, including with faculty, staff, students, and/or the public
- Personal commitment and persistence in the work
- Excellent problem-solving skills
- High professional standards
- Community involvement off campus
- Advocate for non-exempt staff at UMBC

Recipient will be honored at the spring 2020 campus event will receive \$1,000.

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

**NOMINATIONS DUE: NOVEMBER 1, 2019**

## Staff Awards Nomination Form

*After reviewing different criteria for the different awards, check award for which you are nominating:*

- Board of Regents USM Exempt and Non-Exempt Staff Awards  
 Presidential Distinguished Staff of the Year Award – Exempt – UMBC  
 Presidential Distinguished Staff of the Year Award – Non-Exempt – UMBC  
 Jakubik Family Endowment Staff Award – UMBC  
 Karen L. Wensch Endowment Award – Non-Exempt – UMBC

**ALL NOMINEES WILL BE CONSIDERED BY COMMITTEE FOR ALL AWARDS FOR WHICH THEY ARE ELIGIBLE**

Name of Staff Member Recommended: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Years of Service: \_\_\_\_\_

(For Board of Regents awards, minimum is 5 consecutive years at USM. For UMBC Presidential Distinguished Staff of the Year, Exempt, minimum is 7 years at UMBC. For Presidential Distinguished Staff of the Year, Non-Exempt, minimum is 5 years at UMBC. For Jakubik Award, minimum is 5 years at UMBC. For Karen L. Wensch Award Non-Exempt, minimum is 5 years at UMBC.)

Status  Exempt  Non-Exempt

(For Board of Regents award, may be Regular or Contingent II. For UMBC Presidential award, must be Regular. Academic administrators are eligible.)

### Board of Regents Awards only

Choose category in which staff member is recommended. Contributions in category must also be described in accompanying nomination letter.

- Exceptional contribution to UMBC and/or the 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 great community  
 Effectiveness and efficiency:
  - Academic transformation  
Improved learning & minimum cost savings of \$10,000
  - Administrative transformation  
Improved effectiveness & efficiency resulting in minimum cost savings of \$10,000
- Excellence in advancing inclusion, multiculturalism, and social justice

**Jakubik Family Endowment Staff Award only**

Choose one or more categories in which staff member has supported student success. Contributions in category must also be described in accompanying nomination letter.

- \_\_\_\_\_ Innovative advisement or student academic services
- \_\_\_\_\_ Excellence in teaching
- \_\_\_\_\_ Mentoring undergraduate students
- \_\_\_\_\_ Development of new programs to further the learning environment
- \_\_\_\_\_ Creative application of technology to the student learning process
- \_\_\_\_\_ Other (please describe)

**Karen L. Wensch Endowment Award for Outstanding Non-Exempt Staff only**

Consider the following criteria in making your nomination.

- Fully engaged with the UMBC community
- Dedicated to UMBC
- Routine performance above and beyond the requirements of the position
- Extraordinary customer service, including with faculty, staff, students, and/or the public
- Personal commitment and persistence in the work
- Excellent problem-solving skills
- High professional standards
- Community involvement off campus
- Advocate for non-exempt staff at UMBC

**For all awards.** Please attach to this nomination form the following required documentation; *submit by 11/01/2019 to Office of the Provost:*

1. One (and no more than one) letter providing a detailed description of the accomplishments, services or contributions upon which the nomination is based. (See Staff Awards: Eligibility and Criteria.)
2. The resume or cv of the person nominated, or, if the candidate does not have a resume, ask him/her to complete the Professional History form.

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Nominator's Name and Department

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Date

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Nominator's email

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Phone number

*Nominator's Certification:*

I certify that this candidate has consented to be nominated.

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Nominator's Signature