



UNIVERSITY SYSTEM OF MARYLAND

A public system of higher education

USM Board of Regents Staff Awards 2011 – 2012

Nomination Application Workshop





BOR Staff Awards

- **Eight employees, two exempt and two non-exempt, are selected from four categories**
- **Recipients receive**
 - **Recognition of honor**
 - **\$1,000 prize**



Eligibility

- 🧠 Nominee must be a staff employee of the USM community, including all staff employees on Regular and Contingent II status.
- 🧠 Nominee must have been employed for at least five (5) consecutive years.
- 🧠 Nomination may not be made without the knowledge and consent of the nominee.



No Bowie State University
Employee has won the
award in recent years!



WHY?



1. We do not nominate!
2. We do not apply!
3. We do not submit candidates!



Categories

Important: When nominating someone for the staff award, it is very important that the correct category is selected. Nomination material and supporting documents must correspond with the chosen category.

Note: One of the primary reasons for not winning the BOR Staff Award has been the selection of the wrong category.





Category One

Exceptional contribution to the institution and/or unit to which the person belongs



Sample – Exceptional Contribution to the Institution

- Janet Anderson, assistant director of finance and administration in the School of Public Policy, inspired one of UMCP's most prominent fundraising efforts.
- Anderson traveled to the University of Kentucky in 2002 and saw Kentucky Wildcat sculptures on campus. As part of the university's 150th Anniversary Celebration committee, Anderson helped initiate the University of Maryland Fear the Turtle Sculpture project and contributed her own sculpture, Metalli Terp, to the project. This project raised over \$300,000 for scholarships and generated considerable publicity for the university.
- Anderson developed a trivia game for the School of Public Policy to showcase its programs during the campus's annual Maryland Day event.





Category Two

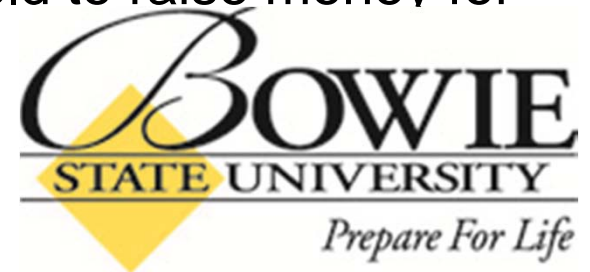
*Outstanding service to students in
an academic or residential
environment*





Sample – Outstanding Service to Students

- Debra Truitt has proven herself to be an exceptional administrator whose devotion to students and her department is evident in her work.
- Truitt works with students regularly, providing general advising to the approximately 600 students majoring or minoring in psychology at SU and supervising undergraduates conducting research. She also serves as her department's primary contact with prospective students.
- Truitt contributes her time to many other campus activities, chaperoning a number of student club trips and creating handmade quilts that are sold to raise money for charitable events on campus.





Category Three

Extraordinary public service to the university or greater community





Sample – Extraordinary Public Service

- Since coming to the United States from the Dominican Republic in 1991, Doris Climes has wanted to help people work through personal challenges.
- Currently, she works as a team leader in housekeeping services and volunteers her time to provide educational seminars to other Latino employees in the facilities management division on issues such as depression, substance abuse, and domestic violence.
- Climes also volunteers as a counselor at a Prince George's County community center near campus, primarily working with at-risk youths to encourage them to stay away from gangs and complete their education. In addition, she works with her church to provide family counseling for other members of the congregation and Latino families in the larger community.



Category Four (New!)

Effectiveness and Efficiency

- ***Academic Transformation***
 - ***Improved learning and a minimum cost savings of \$10,000***

- ***Administrative Transformation***
 - ***Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000***



Nomination Process

- ✍ Select the staff member who meets the qualifications of one of the categories.
- ✍ Inform the staff member you intend to nominate them.
- ✍ Complete, with the assistance of the nominee, the nomination package.
- ✍ Submit the completed package to the University Staff Awards Committee.



Nomination Package

- ✍ Nomination Cover Sheet
- ✍ Nomination Letter
- ✍ Resume or summary of job duties
- ✍ Letters of Recommendation
- ✍ Optional Supporting Material

Nomination Cover Sheet

- ✍️ A cover sheet must be completed and signed.
- ✍️ Do not change the format of the cover sheet.





Nomination Letter

- ✍ The letter shall state the category for which the staff member is being nominated and give testimony of exemplary performance in that category.



Resume or Summary of job duties

- ✍ Resume should be current, but should not be extensively long. Do not include lengthy lists of activities that are not relevant to the nomination



Letters of Recommendation

- Include at least two, but not more than five, letters of recommendation.
- Recommendations are welcome from persons external, as well as internal, to the institution and should include information on how to contact the author.
- Letters of support of the candidate's activities as they relate to the category for which he/she is being nominated. Emailed letters are acceptable.



Optional Supporting Material

- ✍ Any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are relevant to the award category, not exceed ten (10) pages may be included.



Additional Material Required for Effectiveness & Efficiency Award

- In addition to the existing application procedures, the nominees packets needs to include:
 - A brief description of the innovative initiative
 - Potential benefits
 - Magnitude (single/multiple institutions or system-wide)
 - 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 E & E reports available at:
<http://www.usmd.edu/usm/workgroups/EEWorkGroup/eeproject/index>



Recommendations

Team

- Work as a team to prepare the nomination package
- Together with other staff, divide up the parts of the nomination package to lessen the workload
- Establish tasks for team members with deadlines and timelines.
- Work with the Staff Awards committee in completing the nomination process on time!



Deadlines!

- ✍ Names of nominees to be submitted to the BOR Staff Awards Committee by **November 11, 2011**
- ✍ The draft nomination packet is due to the committee by **4 p.m. December 9, 2011**
- ✍ Completed nomination packet submitted to the Committee on **January 3, 2012**
- ✍ Nomination packages submitted to President Burnim on **January 9, 2012**
- ✍ Nominations have to be submitted to the Committee by **January 20, 2012**





Assistance through the Committee

- 🧠 Assistance in category selection
- 🧠 Review of resumes
- 🧠 Review and editing the nomination letters
- 🧠 Assistance in collecting supporting material



Nominate Today !