

NOMINATIONS DUE: OCTOBER 30, 2009

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

Name of Staff Member Recommended: _____

Department: _____ Position Title: _____

Years of Service: _____

(For Board of Regents awards, minimum is 5 consecutive years in 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 1 year at UMBC and completion of probation. For Jakubik Award, 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 one 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

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)

For all awards. Please attach to this nomination form the following required documentation; *submit by 10/30/09 to Office of the Provost:*

1. 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 attached Professional History form.

Nominator's Name and Department

Date

Nominator's email

Phone number

Nominator's Certification:

I certify that this candidate has consented to be nominated.

Nominator's Signature