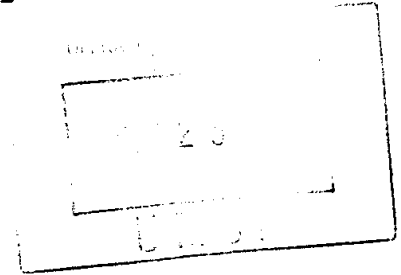


**COUNCIL
OF
UNIVERSITY
SYSTEM
STAFF**

November 20, 2002

Dr. C.D. Mote, Jr., President
University of Maryland, College Park
1101 Main Administration Building
College Park, MD 20742



Dear Dr. Mote:

The Council of University System Staff (CUSS) is accepting nominations for the 2003 Board of Regents' University System of Maryland Staff Awards. On behalf of the Board of Regents and CUSS, we ask that you encourage broad participation at your institution in the nomination process. These awards present an excellent opportunity for USM institutions to recognize outstanding staff members. Last year, each of the USM institutions, as well as the USM Office, submitted nominations for the Board of Regents Awards. We hope that this year will be as successful.

Please note that nominations must be reviewed at each institution before submission to the CUSS Awards Review Committee. This Committee will then select the final candidates to be submitted to the USM Board of Regents. When selecting members for your institutional review committee, we ask that the group be representatives of all employees at University of Maryland, College Park, and include employees from both the exempt and nonexempt job classifications. The nomination instructions are enclosed for you to forward to employees within your institution. Also enclosed is a sample memorandum that you may wish to use when you distribute this information. The nomination package will also be available on the CUSS website.

Please remember to set a deadline at your institution that will allow your internal Awards Review Committee to review nominations and submit your final nominees to the CUSS Awards Review Committee by the firm deadline of 4:00 p.m., Friday, February 28, 2003. Nomination packets received after the 4:00 p.m. deadline on Friday, February 28, 2003 will not be considered for the Awards. Please note that in order to be considered for this award, six (6) copies of each nomination packet must be submitted to the CUSS Awards Review Committee.

We look forward to receiving nominations from your institution. Please do not hesitate to contact one of us, or your institution's CUSS representatives, if you have any questions or need further information.

Sincerely,

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Joe Hill
Chair, CUSS
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