

Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Coppin State College
2500 W. North Avenue
Baltimore, MD 21216

Frostburg State University
101 Braddock Road
Frostburg, MD 21532

Salisbury University
1101 Camden Avenue
Salisbury, MD 21801

Towson University
8000 York Road
Towson, MD 21204

University of Baltimore
1420 North Charles Street
Baltimore, MD 21201

University of Maryland, Baltimore
520 West Lombard Street
Baltimore, MD 21202

University of Maryland
Biotechnology Institute
Executive Office
15825 Shady Grove
Rockville, MD 20850

University of Maryland Center
for Environmental Science
P.O. Box 775
Cambridge, MD 21613

University of Maryland
Baltimore County
1000 Hilltop Circle
Baltimore, MD 21250

University of Maryland
College Park
College Park, MD 20742

University of Maryland
Eastern Shore
Princess Anne, MD 21853

University of Maryland
University College
3501 University Boulevard East
Adelphi, MD 20783

University System of Maryland
Office
3300 Metzgerott Road
Adelphi, MD 20783-1690

September 7, 2004

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

Dear Dr. Mote, Jr.:


The Council of University System Staff (CUSS) is accepting nominations for the 2004/2005 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.

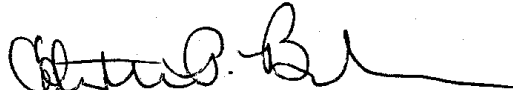
Please note that nominations must be reviewed at each institution before submission to the CUSS Awards Review Committee. This Committee will then select the final candidates to be submitted to the USM Board of Regents. When selecting members for your institutional review committee, we ask that the group be representatives of all employees at the 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.

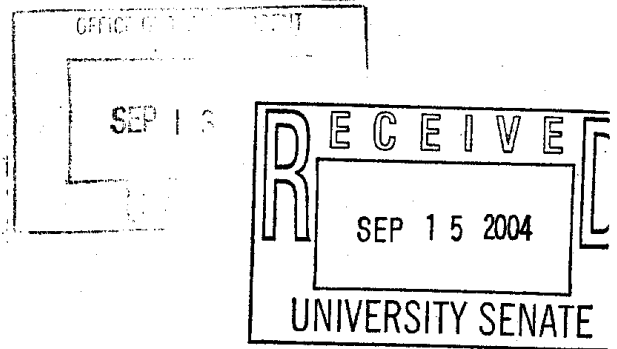
Please remember to set a deadline at your institution that will allow your internal Awards Review Committee to review nominations and submit your final nominees to the CUSS Awards Review Committee by the firm deadline of 4:00 p.m., Wednesday, December 1, 2004. Nomination packets received after the 4:00 p.m. deadline on Wednesday, December 1, 2004 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,


Bill Crockett
Chair, CUSS
bcrocket@umaryland.edu
410.706.7529


Colette P. Becker
Chair, Comm. Development Committee
cbecker@hshsl.umaryland.edu
410.706.2855



NOMINATION PACKAGE AND PROCESS

Only Staff employees of the University System of Maryland community can be nominated for the Board of Regents' University System of Maryland Staff Awards. All Staff employees on Regular or Contingent II status who have been employed for at least five consecutive academic years are eligible for consideration.

Each institution may nominate one Exempt and one Nonexempt Staff member for each of the three award categories. **If multiple nominations are received for any of the categories or if documentation is missing from any of the nomination packages, they will be returned to the institution for further review and re-submission (time permitting).**

An application package that includes the following should be generated for each individual:

1. Nomination Cover Sheet;
2. Nomination Letter. The letter shall state the category of the Board of Regents' University System of Maryland Staff Awards nomination and testimony of exemplary performance in that category. A nomination letter should not be sent without the knowledge and consent of the nominee;
3. Current and relevant resume showing the history of professional employment activity (see enclosed sample resume);
4. Two, but not more than five, letters of recommendation. Recommendations are welcome from persons external, as well as internal, to the University and should include information on how to contact the author. Letters of recommendations must be in support of the candidate's activities as they relate to the category for which he/she is nominated; and
5. Optional supporting materials (such as articles, awards or recognitions) reflecting accomplishments, not to exceed ten (10) additional pages.

Six (6) copies of each nomination package should be forwarded to the Chair of the Council of University System Staff (CUSS) Community Development Committee. Each package should include the above documents, organized in the order in which they are listed.

Nominations should be submitted to the Chair of the CUSS Community Development Committee by the deadline established by CUSS (December 1, 2004). The CUSS Awards Review Committee should review and submit nominations for awards to the Board of Regents by March 1 for recognition by May. Award payments should be made after July 1 of each year.

**Board of Regents' University System of Maryland Staff Awards
Academic Year 2004-2005**

INSTRUCTIONS

Each institution shall establish a Staff Awards Review Committee and an institutional nominating process that conforms to Board of Regents guidelines stated in the **Board of Regents' University System of Maryland Staff Awards Policy** (attached).

Each institution may nominate one Exempt and one Nonxempt Staff member for each of the three award categories, for a total of up to six nominees. If an institution submits more than one nomination from a single Staff group (e.g., two Exempt Staff members) for the same award category, or if documentation is missing, the nomination package(s) will be returned to the institution for clarification (time permitting).

ELIGIBILITY

- Nominee must be a Staff employee of the University System of Maryland 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.

NOMINATION PACKAGE

A nomination package should be generated for each individual that includes the following documents, organized in the order listed:

1. Nomination Cover Sheet—a cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**
2. 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.**
3. Resume—resume should be current, but should not be excessively long. **Do not include lengthy lists of activities that are not relevant to the nomination.** See enclosed sample resume.
4. 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 must be in support of the candidate's activities as they relate to the category for which he/she is being nominated.**

5. Optional Supporting Materials—any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are relevant to the award category, not to exceed ten (10) pages.

Please limit the nomination packages to the requested relevant materials.

It is not the intention of the Board of Regents' University System of Maryland Staff Awards Review Committee to require excessive documentation. However, nominations must contain sufficient material to acquaint the Awards Review Committee with the nature and quality of the individual's achievements

SUBMISSION PROCESS

Six (6) copies of each nomination package must be received by the Chair of the Community Development Committee of CUSS (Council of University System Staff) at the following address, by 4 p.m. on Wednesday, December 1, 2004:

Ms. Colette P. Becker, Chair
CUSS Community Development Committee
University of Maryland Baltimore
Health Sciences and Human Services Library
601 W. Lombard Street
Baltimore, MD 21201

**DEADLINE FOR RECEIPT OF NOMINATION PACKAGES TO CUSS:
Wednesday, December 1, 2004 by 4:00 P.M.**

Nomination packages must first be considered on an institutional level BEFORE they are submitted to CUSS. Please check the deadline information from your institution. Nomination packages that are forwarded directly to CUSS, without having first been considered on an institutional level, will not be considered by the CUSS Awards Review Committee. **Nomination packages forwarded to CUSS from a USM institution must contain a cover letter from the President of the institution certifying the nominees.**

*Nomination packages received from institutions
after the December 1, 2004 deadline will not be accepted.*

SELECTION PROCESS

The CUSS Awards Review Committee will review nomination packages and submit its recommendations for awards to the Board of Regents by March 1. Announcements of the Award recipients will be made by the Board of Regents by May, with Award payments made after July 1.

Sample Resume
Jayne Dough
123 Main Street
Bawlmer, Merryland 21201
410-555-5854 (home) / 410-555-4128 (work)
e-mail: jdough@umaryland.edu

EDUCATION

NOT A REQUIRED ENTRY, ALTHOUGH MAY BE INCLUDED

B.S., Management, 1986, University of Maryland, University College
G.P.A.: 3.81; Chancellor's Scholarship (1985-1986), Dean's List

WORK EXPERIENCE

REQUIRED ENTRY, AS NOMINEE MUST HAVE FIVE (5) CONSECUTIVE YEARS OF USM SERVICE (does not have to list every job in employment history)

Editorial Assistant, University of Maryland (1986-present)

- Assist in the preparation and publication of two program periodicals: Chinese Yearbook of International Affairs, and Occasional Papers/Reprints Series in Contemporary Asian Studies
- Coordinate and plan regional and international conferences, including the Sixty-Eighth Biennial Conference of the International Law Association (Taipei, Taiwan, May, 1998); served as a Reporter during the ILA-Taiwan Conference

Administrative Assistant II, University of Maryland (1973-1986)

- Worked independently to coordinate a variety of administrative responsibilities related to the daily activities of faculty members
- Assisted in the planning and facilitation of special events

ACTIVITIES, AWARDS AND VOLUNTEER SERVICE

RECOMMENDED ENTRY-PARTICULARLY THOSE ACTIVITIES AND AWARDS WHICH ARE RELEVANT TO THE NOMINATION.

- Vice Chair, University of Maryland Staff Senate
 - Chair, Staff Senate Community Outreach Committee
 - Mentor, University of Maryland Youth Works Program (1999)
 - Member, Youth Works Planning Committee (1996-2001)
 - Recipient, University of Maryland Public Service Award (October, 1996)
 - Recipient, University of Maryland Community Service Award (1995)
 - Coordinator, Maryland Charity Campaign
 - Coordinator, University of Maryland Blood Drive
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NOMINATION COVER SHEET

Name of Nominee: _____
Nominee must have been employed for at least five (5) consecutive years

Institution Address: _____

Department or Unit: _____

Position Title: _____ Exempt _____ Nonexempt _____
(All Regular or Contingent II)

E-Mail Address: _____ Work Phone: _____

Please check the category for which the employee is being nominated:

_____ Exceptional contribution to the institution and/or 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 greater community

Please check and attach each of the following, in the order given:

_____ Nomination Cover Sheet (this page—do not change this form)

_____ Nomination Letter

_____ Current Resume

_____ At least two (2) but not more than five (5) letters of recommendation

_____ Optional supporting material, not to exceed ten (10) pages

Six (6) copies of the nomination package must be submitted. Please note that the nomination packages are to be stapled in the upper left hand corner of the document only—and are not to be submitted in binders, folders, etc.

Nominator's Name (please print)

Department

Nominator's E-Mail

Phone Number (work)

Nominator's Signature: _____

2004 CUSS Board of Regents Staff Award Winners

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

Awardee – Kathy Sutphin – UMBC – Exempt

Awardee - Priscilla L. Redding – UMES – Non-Exempt

Extraordinary Public Service to the University or the Greater Community

Awardee – Pat Musick, UMUC – Non-Exempt

Awardee – Dr. Marsha Guenzler-Stevens – College Park – Exempt

Outstanding Service to Students in an Academic or Residential Environment

Awardee: Wallace J. Beery, Frostburg University – Non-Exempt

Awardee: Elizabeth L. Shearn, University of Maryland – College Park – Exempt
