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1101 Camden Avenue
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**University of Maryland
College Park**
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October 5, 2007

Dr. C.D. Mote, Jr., President
University of Maryland, College Park
1101 Main Administration Building
College Park, MD 20742-5025

Dear Dr. Mote:

The Council of University System Staff (CUSS) is accepting nominations for the 2007/2008 Board of Regents' University System of Maryland Staff Awards. **This year we are especially encouraging nominations of non-exempt employees for every award category from each institution.** These awards present an excellent opportunity for USM institutions to recognize outstanding staff members. All of the USM institutions, as well as the USM Office are encouraged submit nominations for the Board of Regents Awards by Friday, January 18, 2008.

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 UMCP and include employees from both the exempt and non-exempt 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.

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, January 18, 2008. Nomination packets received after the 4:00 p.m. deadline on **Friday, January 18, 2008** will not be considered for the Awards.

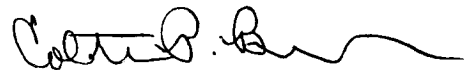
Please note that in order to be considered for this award, 1 original print copy and 1 electronic (PDF or MS DOC preferred) on disk or CD, of each nomination package must be submitted to the CUSS Awards Review Committee.

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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