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UNIVERSITY  
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**Salisbury University**  
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8000 York Road  
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September 29, 2009

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 2009/2010 Board of Regents University System of Maryland Staff Awards. We continue to encourage exempt nominations, and we would especially like to see an increase in the number of nonexempt nominations. 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 to submit nominations for the Board of Regents Awards by Friday, January 22, 2010.

In accordance with the Board of Regents Policy, the 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. Your institutional review committee should be representative of all classifications of employees at your institution.

The nomination instructions are enclosed and should be forwarded to employees within your institution. To assist with the nomination process, we are including a sample nomination package and the guidelines UMBC uses. To facilitate the process, please submit the name, phone number and email address for a contact person from your institutional review committee to Deborah Geare prior to October 23, 2009.

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 22, 2010**. Nomination packets received after the deadline will not be considered for the Awards.

We look forward to receiving nominations from your institution. Please send your nominations by email to [geare@umbc.edu](mailto:geare@umbc.edu). If you have any questions, please do not hesitate to contact us or your institution's CUSS representatives.

Best Regards,

*W. Brown/dg*

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*D. J. Geare*

Deborah J. Geare  
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cc: CUSS Members

*FAA - AW  
NA  
SK  
Rena  
10-6-09*