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BY:.....

Board of Regents University System Staff Awards

The *Regents University System Staff Awards* recognizes distinguished performance on the part of staff employees of the University System of Maryland community. These awards shall represent the *highest honor bestowed by the Board of Regents* for achievements of the Exempt and Nonexempt employees from institutions within the University System of Maryland.

AWARD PROGRAM:

The Board of Regents shall bestow up to six awards each year in the spring semester, two each in the following categories:

1. Exceptional contribution to the institutional mission of the organization and/or the unit to which the person belongs.
2. Outstanding service to students in a academic or residential environment
3. Extraordinary public service to the university or the greater community. This includes voluntary campus citizenship and/or dedication to public good through volunteer activities with outside groups.

Every category shall have an awardee from each class of employee, Nonexempt staff and Exempt staff. Each institution can submit up to two nominees for each award from each employee group, the maximum total being six nominees. The process of selecting nominees is at the discretion of each institution or unit but must include a majority of staff employees in its selection process. The Presidents Office from each institution shall be responsible for publicizing the award criteria, soliciting nominees and establishing a *Staff Awards Committee (SAC)*.

Institutional nominees shall be forwarded to the Chair of the Council of University System Staff (C.U.S.S.). The Chair shall establish an *Awards Review Committee (ARC)* that should be a minimum of five members. One member should be the Chair of the Community Development Committee of C.U.S.S. who will serve as chair for the selection committee. Other members should broadly represent the institutions in the Council and both Exempt and Non-exempt staff. A member of the Board of Regents will also be asked to participate in the review. The ARC will review the nominations from each institution and will recommend to the Board of Regents awardees in each award group by employment category. The Board of Regents will be provided a complete portfolio for each potential awardee for review and confirmation. The Regents have full autonomy to approve nominees, request additional information or ask for additional candidates from the ARC. The total number and types of awards is at the discretion of the Board of Regents.

AWARD PRIZE:

The *Regents University System Staff Awards* shall be equivalent to the Regents Faculty Awards. Currently the award is a \$1,000 stipend split between the Board of Regents and the home Institutions of the awardee. In addition a plaque shall be awarded in recognition of the event and appropriate notices should be placed to publicize the accomplishments of those outstanding individuals granted this honor.

NOMINATION PACKAGE AND PROCESS:

Only staff employees of the University community can be nominated for the *Regents University System Staff Awards*. All regular and Contingent II Nonexempt and Exempt Staff (Associate Staff, Academic Administrators, Contingent II, Classified Exempt and Unclassified) who have been employed for at least five consecutive academic years are eligible for consideration.

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

1. A Nomination Letter. The letter shall state the category of *Regents University System 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. This nomination letter should be sent to the local Chair of the *Staff Awards Committee (SAC)*.
2. Current and relevant resume showing the history of professional employment activity
3. Two but not more than five letters of recommendation. Recommendations are welcome from persons external to as well as internal to the University and should include information on how to contact the author.
4. Supporting materials (such as articles, awards or recognitions) reflecting accomplishments, not to exceed 10 additional pages
5. The above items and any additional materials used by the *Staff Awards Committee (SAC)* in their consideration should be forwarded to the Chair of the Council of University System Staff along with up to two nominees for each award group.

While it is not the intention to require excessive documentation, nominations must contain sufficient material to acquaint the *SAC*, the *ARC* and the Board of Regents with the nature and quality of the individuals achievements. Nominations from the USM Institutions should be submitted to the Chair of the Council of University System Staff by March 1 of each year. The *ARC* should review and submit nominations for awards to the Board of Regents by May 1 for recognition by June 30. Award payments should be made after July 1 of each year.

Board of Regents University System Staff Awards Announcement

CALL FOR NOMINATIONS

The *Regents University System Staff Awards* recognizes distinguished performance on the part of staff employees of the University System of Maryland community. These awards shall represent the highest honor bestowed by the Board of Regents (BOR) for achievements of the Exempt and Nonexempt employees from institutions within the University System of Maryland.

AWARD PROGRAM:

The BOR shall bestow up to six awards each year in the spring semester, two each (one in Exempt and one in nonexempt) in each of the following categories:

1. Exceptional contribution to the institutional mission of the organization and/or the unit to which the person belongs.
2. Outstanding service to students in an academic or residential environment.
3. Extraordinary public service to the university or the greater community. This includes voluntary campus citizenship and/or dedication to public good through volunteer activities with outside groups.

The College Park Senate charged the Senate Staff Affairs Committee to be responsible for publicizing the award criteria, soliciting nominees and preparing a slate of candidates to be submitted to the Senate Office. The Senate Office will forward the nominees to the Chair of the Council of University System Staff who will establish an Awards Review Committee, who will then forward nominees to the BOR who will make the final selections. The total number and types of awards is at the discretion of the BOR.

AWARD PRIZE:

The award is a \$1,000 stipend split between the BOR and the home Institution of the awardee. A plaque shall be awarded in recognition of the event and appropriate notices will be placed to publicize the accomplishments of those outstanding individuals granted this honor.

NOMINATION PACKAGE AND PROCESS:

Only staff employees of the University community can be nominated for the *Regents University System Staff Awards*. All regular and Contingent II Nonexempt and Exempt Staff (Associate Staff, Academic Administrators, Contingent II, Classified Exempt and Unclassified) who have been employed for **at least five consecutive academic years are eligible for consideration.**

What needs to be included in the Nomination packet for consideration is on the Nomination Application, which is on the reverse side of this announcement. Nomination forms may be requested from the following people:

David Sumner, Dining Services - 301-314-8086
Carolyn Trimble, Personnel - 301-405-5648
Ellie Weingaertner, Graduate School - 301-405-4175
Nancy Yeroshefsky, Facilities Management - 301-405-3284

Deadline for the Senate Staff Affairs Committee to receive nomination packets is Monday, February 7, 2000.

Return Nomination Forms to: Ellie Weingaertner
Chair, Staff Affairs Committee
2133 Lee Building
Campus Zip 5121

