

Nomination Process

2023-2024

***University System of Maryland
Board of Regents***

STAFF AWARDS

AWARD CATEGORIES

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

Outstanding service to students in an academic or residential environment



Board of Regents Staff Awards

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents Staff Awards represent the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt Staff employees from institutions within the University System of Maryland. The awards are presented to individual Staff employees who have demonstrated excellence.

The nominee's success should be beyond the scope of their professional responsibilities and the impact the individual has on his or her department, school, or community. These awards are based on the quality of the nominee's work within their institution, community, or surrounding environment. To reiterate, impact categories listed below.

1. *Exceptional Contribution to the Institution and/or 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 Greater Community*
4. *Effectiveness and Efficiency*
5. *Inclusion, Multiculturalism, and Social Justice*

Each USM University can only submit one nonexempt and one exempt packet for each of the (5) categories— this allows for up to 10 nominations per campus. The Effectiveness and Efficiency category an award can be given to two exempt or two nonexempt staff employees or one exempt and one nonexempt. Each awardee will receive a \$2,000.00 stipend and a plaque in recognition of the award being received. It is recommended that your Institution publicize the accomplishments of those outstanding individuals granted this honor. Awards will be announced in July 2024 and formally presented to the awardees at the Board of Regents September 2024.

Award Categories

Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:

- A creative and implemented approach to process improvements
- Original idea that contributed to the success of the unit/institution
- A Staff employee who is in a non-leadership position that provided leadership, team building and/or facilitated a team or project that enhanced the organization
- A Staff employee in a leadership position that consistently grows their organization by mentoring and growing each of their subordinates

Outstanding Service to Students in an Academic or Residential Environment:

- Someone who consistently makes a difference and impact in student lives
- Contributed to an innovative, original idea that implemented and transformed an aspect of the "student experience"



Eligibility

1. Any employee or student may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves
- 2.



7. **Supporting Materials** - any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflect accomplishments that are **relevant to the award category**. Material should be current (during the past five years) and limited to five pages in length.

Submission of Packets

Email one electronic (PDF preferred) copy of each nomination packet by **Friday, February 9, 2024**, to CUSSBOR@usmd.edu. Please mark the subject line as "BOR Award Nomination." All applicants will receive an email confirmation acknowledging receipt of the package. If you do not receive confirmation within one week of Feb 9, your package was not received. Please limit the nomination packet to the requested relevant materials. More is not necessarily better.

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



USM BOARD OF REGENTS STAFF AWARDS

NOMINATION COVER SHEET

Name of Nominee: _____

Years Employed at Institution: _____ Years Employed in Position: _____

Institution: _____ Department or Unit: _____

Address: _____

Position Title: _____ Exempt _____ Nonexempt _____

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
- _____ Effectiveness and Efficiency
- _____ Inclusion, Multiculturalism, and Social Justice

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

- _____ Nomination cover sheet
- _____ Nomination letter
- _____ President endorsement letter
- _____ Position description to include purpose and specific job duties (use enclosed template only resumes will not be accepted)
- _____ Recommendation letters (3-page letters (emails are acceptable)
- _____ Supporting material, 3-5 pages (optional yet helpful)

One Electronic submission (PDF file) is required. Send via to CUSSBOR@usmd.edu

Nominator's Name (please print) Department

Nominator's E-Mail Phone Number (work)

Nominator's Signature:



USM BOARD OF REGENTS STAFF AWARDS

POSITION DESCRIPTION

Name (please print)

Supervisor's Name (please print)

JOB DUTIES AND RESPONSIBILITIES:

(Supervisor's Signature)