

## **Board of Regents' University System of Maryland Staff Awards Policy**

The purpose of the Board of Regents' University System of Maryland Staff Awards is to recognize distinguished performance 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 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 (one Exempt and one Nonexempt) in the following categories:

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 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 group of employee, Nonexempt Staff and Exempt Staff. Each institution can submit up to two nominees for each award, one 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 President's Office from each institution shall be responsible for publicizing the award criteria, soliciting nominees and establishing a Staff Awards Review Committee.

Institutional nominees shall be forwarded to the Chair of the Council of University System Staff (C.U.S.S.) Community Development Committee. The Chair of the CUSS Community Development Committee shall establish an Awards Review Committee that should have a minimum of five members. Other members should broadly represent the institutions in the Council and both Exempt and Nonexempt Staff. A member of the Board of Regents will also be asked to participate in the review. The CUSS Awards Review Committee 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 CUSS Awards Review Committee. The total number and type of awards is at the discretion of the Board of Regents.

AWARD PRIZE:

The Board of Regents' University System of Maryland Staff Awards shall be equivalent to the Board of Regents' Faculty Awards. The awardee will receive a \$1000 stipend, to be funded equally by the Board of Regents and the home institution 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.