

NOMINATION PACKAGE AND PROCESS- DUE JANUARY 18, 2008

Only Staff employees of the University System of Maryland community can be nominated for the Board of Regents' University System of Maryland Staff Awards. All Staff employees on Regular or Contingent II status who have been employed for at least five consecutive academic years are eligible for consideration.

Each institution may nominate one Exempt and one Nonexempt Staff member for each of the three award categories (BOR Policy VII-P1: 1) Nonexempt 2) Exempt-C managers, administrators and professional staff). **If multiple nominations are received for any of the categories or if documentation is missing from any of the nomination packages, they will be returned to the institution for further review and re-submission (time permitting).**

An application package that includes the following should be generated for each individual by the Institution:

1. Nomination Cover Sheet; use attached form
2. Nomination Letter. The letter shall state the category of the Board of Regents' University System of Maryland 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;
3. Current and relevant resume or summary of job duties showing the history of professional employment activity (see enclosed sample resume);
4. Two, but not more than five, letters of recommendation. Recommendations are welcome from persons external, as well as internal, to the University and should include information on how to contact the author. Letters of recommendations must be in support of the candidate's activities as they relate to the category for which he/she is nominated; email letters are accepted: and
5. Optional supporting materials (such as articles, awards or recognitions) reflecting accomplishments, not to exceed ten (10) additional pages.

1 original print copy and 1 electronic (PDF preferred) on disk or CD, of each nomination package should be forwarded from the campus to the Chair of the Council of University System Staff (CUSS) Community Development Committee. Each package should include the above documents, organized in the order in which they are listed.

Nominations should be submitted to the Chair of the CUSS Community Development Committee by the deadline established by CUSS (on or before Second week of January of each year). The CUSS Awards Review Committee should review and submit nominations for awards to the Board of Regents for recognition by August. Award payments should be made after July 1 of each year.

**Board of Regents' University System of Maryland Staff Awards
Academic Year 2007-2008**

INSTRUCTIONS

Each institution shall establish a Staff Awards Review Committee and an institutional nominating process that conforms to Board of Regents guidelines stated in the **Board of Regents' University System of Maryland Staff Awards Policy** (attached).

Each institution may nominate one Exempt and one Nonxempt Staff member for each of the three award categories, for a total of up to six nominees. If an institution submits more than one nomination from a single Staff group (e.g., two Exempt Staff members) for the same award category, or if documentation is missing, the nomination package(s) will be returned to the institution for clarification (time permitting). **Due date: January 18, 2008**

ELIGIBILITY

- Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees on Regular and Contingent II status.
- Nominee must have been employed for at least five (5) consecutive years.
- Nomination may not be made without the knowledge and consent of the nominee.

NOMINATION PACKAGE

A nomination package should be generated for each individual that includes the following documents, organized in the order listed:

1. Nomination Cover Sheet—a cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**
2. Nomination Letter—the letter shall state the category for which the Staff member is being nominated and **give testimony of exemplary performance in that category.**
3. Resume—resume should be current, but should not be excessively long. **Do not include lengthy lists of activities that are not relevant to the nomination.** See enclosed sample resume.
4. Letters of Recommendation—include at least two, but not more than five, letters of recommendation. Recommendations are welcome from persons external, as well as internal, to the institution and should include information on how to contact the author. **Letters must be in support of the candidate's activities as they relate to the category for which he/she is being nominated.** Emailed letters are acceptable.
5. Optional Supporting Materials—any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are relevant to the award category, not to exceed ten (10) pages.

Please limit the nomination packages to the requested relevant materials.

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

SUBMISSION PROCESS

1 original print copy and 1 electronic (PDF preferred) on disk or CD, of each nomination package should be forwarded from the campus to the Chair of the Council of University System Staff (CUSS) Community Development Committee at the following address, by 4 p.m. on **Monday, January 18th, 2008**:

Ms. Colette Becker, Chair
CUSS Community Development Committee
Health Sciences and Human Services Library
University of Maryland, Baltimore
601 W. Lombard Street
Baltimore, MD 21201

**DEADLINE FOR RECEIPT OF NOMINATION PACKAGES TO CUSS:
Friday, January 18, 2008 by 4:00 P.M.**

Nomination packages must first be considered on an institutional level BEFORE they are submitted to CUSS. Please check the deadline information from your institution. Nomination packages that are forwarded directly to CUSS, without having first been considered on an institutional level, will not be considered by the CUSS Awards Review Committee. **Nomination packages forwarded to CUSS from a USM institution must contain a cover letter from the President of the institution certifying the nominees.**

*Nomination packages received from institutions
after the January 18, 2008 deadline will not be accepted.*

SELECTION PROCESS

The CUSS Awards Review Committee will review nomination packages and submit its recommendations for awards to the Board of Regents. Announcements of the Award recipients will be made by the Board of Regents by September, with Award payments made after that.

Sample Resume
Jayne Dough
123 Main Street
Baltimore, Maryland 21201
410-555-5854 (home) / 410-555-4128 (work)
e-mail: jdough@umaryland.edu

EDUCATION

NOT A REQUIRED ENTRY, ALTHOUGH MAY BE INCLUDED

B.S., Management, 1986, University of Maryland, University College
G.P.A.: 3.81; Chancellor's Scholarship (1985-1986), Dean's List

WORK EXPERIENCE

REQUIRED ENTRY, AS NOMINEE MUST HAVE FIVE (5) CONSECUTIVE YEARS OF USM SERVICE (does not have to list every job in employment history)

Editorial Assistant, University of Maryland (1986-present)

- Assist in the preparation and publication of two program periodicals: Chinese Yearbook of International Affairs, and Occasional Papers/Reprints Series in Contemporary Asian Studies
- Coordinate and plan regional and international conferences, including the Sixty-Eighth Biennial Conference of the International Law Association (Taipei, Taiwan, May, 1998); served as a Reporter during the ILA-Taiwan Conference

Administrative Assistant II, University of Maryland (1973-1986)

- Worked independently to coordinate a variety of administrative responsibilities related to the daily activities of faculty members
- Assisted in the planning and facilitation of special events

ACTIVITIES, AWARDS AND VOLUNTEER SERVICE

RECOMMENDED ENTRY—PARTICULARLY THOSE ACTIVITIES AND AWARDS WHICH ARE RELEVANT TO THE NOMINATION.

- Vice Chair, University of Maryland Staff Senate
- Chair, Staff Senate Community Outreach Committee
- Mentor, University of Maryland Youth Works Program (1999)
- Member, Youth Works Planning Committee (1996-2001)
- Recipient, University of Maryland Public Service Award (October, 1996)
- Recipient, University of Maryland Community Service Award (1995)
- Coordinator, Maryland Charity Campaign
- Coordinator, University of Maryland Blood Drive

NOMINATION COVER SHEET

Name of Nominee: _____
Nominee must have been employed for at least five (5) consecutive years

Institution Address: _____

Department or Unit: _____

Position Title: _____ Exempt _____ Nonexempt _____
(All Regular or Contingent II)

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

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

- _____ Nomination Cover Sheet (this page—**do not change this form**)
- _____ Nomination Letter
- _____ Current Resume or Job description for Non-Exempt
- _____ At least two (2) but not more than five (5) letters of recommendation (emails OK)
- _____ Optional supporting material, not to exceed ten (10) pages

1 Print and One Electronic submission (PDF file or MS Doc file) is requested.

Nominator's Name (please print) Department

Nominator's E-Mail Phone Number (work)

Nominator's Signature: _____