Staff Assembly of UC Merced

Staff Excellence Awards

Staff Assembly of UC Merced is pleased to announce its 2014 Staff Citation of Excellence Award Program. The purpose of the program is to acknowledge and celebrate outstanding achievements and meritorious service of staff. Five awards will be made this year, one in each category named below, and each recipient will receive $500* and an award. A perpetual plaque with the names of the award recipients will also be prominently displayed on campus. The awards will be presented at the Annual Staff Appreciation Picnic on May 23, 2014.

Eligibility

- Nominees must be Professional and Support Staff (PSS) members, and may be represented or non-represented. Members of the Managers and Senior Professional (MSP) and Senior Management Group (SMG) programs, academics and student employees are not eligible to be nominated for this program. However, they are strongly encouraged to nominate PSS employees.
- Nominees must have a minimum of one year of UCM employment by the nomination due date of March 31, 2014.
- Nominations must include the Statement of Nomination (this must include what category a nominee is being nominated for) and a Statement of Endorsement. Nominations without both statements will not be considered.
- Nominees are not eligible for the same award if they received an award in that category within a three-year period. For example, if someone won an award in 2013 for Teamwork, they would not be eligible again until 2016 for a Teamwork award, but would be eligible for any of the other four categories.

Criteria

The Staff Excellence Awards will be awarded to one individual nominated in each of the following five categories. Individuals may be nominated to more than one category of award, but no one person may win more than one award in the same year, nor can they win an award for the same category within three years.

- **Outstanding Customer Service and Job Performance**
  - Demonstrated and sustained outstanding performance that consistently exceeds goals and job expectations in quantity and quality, resulting in significant achievement or significant impact upon UC Merced.

- **Creativity**
  - One-time innovation or creation resulting in a significant impact on process, work flow, or department and/or unit function. This may be either reflected in efficiency gains, increased work product, or morale improvements in the department/unit.

- **Teamwork**
  - Acting as an exceptionally effective and cooperative member of a team dedicated to making positive change.
  - Demonstrating superior interactions and a positive influence on managers, peers, supervisors, subordinates, and the university community.

- **Organizational/Leadership**
  - Demonstrated extraordinary leadership resulting in the accomplishment of significant goals or objectives that serve the good of UC Merced
  - Significant UC Merced community/departmental improvement or significant project management

- **Community Involvement and Public Service**
  - Honor a UC Merced staff member who exemplifies community service in a capacity outside of their usual work assignment.
Personal investment and contributions made in local communities, as well as providing inspiration as a role model to encourage others to also engage in community service.

Excellence and extraordinary commitment in community service activities.

**Submission Requirements**
- A principal nominator and one endorser are required for each nomination submitted for consideration.
- Each submission must include a clear statement as to which category the candidate is nominated for.
- An individual may serve as a principal nominator for only one nomination; however, a principal nominator may endorse one other nomination.
- All multiple nominations submitted by a single principal nominator will be invalidated.
- Nominations of family members or relatives will not be allowed.
- Submitted materials will not be returned.
- The Part 1: Statement of Nomination narrative from the principal nominator must not exceed 500 words. The Part 2: Statement of Endorsement narrative must not exceed 100 words. Supplemental materials will not be considered.

**Review Committee (Judges)**
The Review Committee consists of 5-7 members, including a previous year award recipient, one to two faculty members, an academic staff member, an administrative staff member, and a member of the Executive Board of Staff Assembly (typically the Past-President). The Review Committee is proposed by the Staff Excellence Awards Committee and confirmed by the Staff Assembly Executive Board. The Review Committee will evaluate all eligible nominations submitted and determine the award recipient in each of the five categories. Review Committee members are barred from submitting nominations or endorsing a nominee and cannot vote for a family member or relative.

**Submission**
Forms can be completed and submitted electronically on the Staff Assembly website: [http://staffassembly.ucmerced.edu/SEA2014](http://staffassembly.ucmerced.edu/SEA2014) or by printing the forms and sending both the completed hard copy nomination and endorsement forms with original signatures to Joe Wilensky, Office of Governmental & Community Relations, KL 336F. **Submissions must be received electronically or in hard copy by March 31, 2014 by noon.** Late submissions will be invalidated. You can e-mail your questions to: Joe Wilensky, jwilensky2@ucmerced.edu

*Subject to tax withholding*