

PRESIDENTIAL AWARD NOMINATION GUIDELINES

Criteria:

UMUC's Presidential Award is designed to recognize extraordinary accomplishment and performance by a member of the University's staff or Collegiate faculty. Employees may be nominated in one of two categories:

Category 1

Nominee has a record of extraordinary achievement on a project of significant and direct importance to the University's operation or mission that has substantial, positive institution wide impact and tangible, measurable results; the achievement was accomplished through the individual's leadership of the project or direct involvement in the project; or

Category 2

Nominee has demonstrated exemplary performance and distinctive contributions to UMUC through active and consistent involvement in programs, activities or projects that show a commitment to UMUC as a whole.

Nominations will be reviewed by a committee made up of a cross-section of UMUC employees. The committee's recommendations will be presented to President Heeger by August 20, 2004. Recipients will be notified by August 31, 2004. Dr. Heeger will present the awards at the annual Service Awards Ceremony on October 6, 2004.

Eligibility:

All full-time regular exempt, non-exempt and non-adjunct faculty worldwide, with 3 or more years of continuous service with UMUC. (For the overseas components this includes professional staff, support staff, field representatives and non-term appointed faculty).

Monetary Award:

Up to three \$5,000 awards will be made.

Nomination Materials:

A letter of nomination must be submitted, clearly indicating why the individual should be honored and how the individual satisfies the criteria for the award. The nomination must include specific examples of the individual's accomplishments. A resume, curriculum vitae or brief credentials sketch of the nominee must also accompany the nomination letter. At least two, but no more than four, supporting letters of nomination must accompany the nomination. At least one of the nominations must be from the individual's immediate supervisor. The Provost, Executive Vice President or Europe's/Asia's Division heads (as appropriate) must support the nomination of the individual before final selection(s) are made. The Presidential Award Nomination Cover Form should be submitted as the cover page for the nomination materials.

Deadline for Nominations:

COB 5pm Stateside, July 26, 2004. Nominations received after this date will not be considered. Materials may be hand-delivered, mailed, faxed or emailed to:

Office of Human Resources
Presidential Awards Committee
3201 SFSC
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783
301-985-7658 (fax)
rfreeman@umuc.edu

PRESIDENTIAL AWARD NOMINATION COVER FORM

Date:

Name of Nominee:

Stateside: _____ Europe: _____ Asia: _____

University Address:

Nominee's Email address:

Work Phone:

Department or Unit:

Position Title:

Nominee's Years of Service with UMUC:

Supervisor of Nominee:

Names and E-mail Addresses of Nominators:

Nomination Checklist:

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

____ Nomination letter

____ At least 2, but no more than 4, supporting letters of nomination (at least one of the nominations must be from the individual's immediate supervisor)

____ Current resume, curriculum vitae or brief credentials sketch of the nominee

For Nomination Review Committee Use:

____ All materials received by nomination deadline

____ Nominations supported by Provost, EVP or Europe/Asia Division head

