



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
- Extraordinary public service to the university or the greater community
- Effectiveness and efficiency regarding an academic or administrative transformation with a savings of \$10,000 or more
- Inclusion, Multiculturalism, and Social Justice

For more information, please contact: CUSS Awards & Outreach Committee Co- Chair,
Deniz Erman via e-mail at: CUSSBOR@USMD.EDU

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 Non-exempt 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 full-time 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, *the awards are measured by the **impact** the nominee makes within one of the five award 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 non-exempt and one exempt packet for each of the five (5) categories – this allows for up to 10 nominations per campus. In the Effectiveness and Efficiency category, an award can be given to two exempt **or** two non-exempt staff employees **or** one exempt and one non-exempt. 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 mid-July 2024 and formally presented to the awardees at the Board of Regents September meeting.

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”

Extraordinary Public Service to the University or Greater Community:

- A personal dedication to a project or cause that definitively improved the greater community
- Staff employee of the USM community who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community
- The award is based on a sustained record of service over a period of years carried out through the individual's role(s) in the University rather than as a private citizen

Effectiveness and Efficiency:

- To publicly recognize exemplary ideas that, when implemented, will serve to further the University System of Maryland's goal to continually increase the effective and efficient use of its resources. One award from the listed categories may be made for an exemplary initiative that has the potential to be implemented system-wide.

Awards shall be bestowed in the following two categories:

Academic Transformation

- Improved learning and a minimum cost savings of \$10,000.00

Administrative Transformation

- Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000.00

- In addition to the existing application procedures, the nominee's packet needs to include:
 1. A brief description of the innovative initiative
 2. Potential benefits
 3. Magnitude (single/multiple institutions or system-wide)
 4. Effectiveness and efficiency to be attained (including estimated cost and/or resource savings)
- Award recipients may be invited to address the Board.

Inclusion, Multiculturalism, and Social Justice:

- This award salutes the outstanding work of a USM staff member in their ability to build, nurture, and advance inclusion, multiculturalism, and social justice practices within their community. Their community may be comprised of their internal institutional community, their external institutional community, or a combination of the two.

Review criteria includes outcomes, including, but not limited to:

1. Community engagement in diversity dialogue and education
2. Examination and modification of current practices of one's department/institution that supports inclusion
3. Implementation of initiatives that foster inclusion, multiculturalism, and social justice

Eligibility

1. Any employee or student may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves.
2. Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees in Regular and Contingent II status.
3. Nominee must be employed with the USM for at least five (5) consecutive years at the time the packet is distributed. Winners of the awards must be employed at the time the winners' names are announced.
4. CEO's (Chancellor and Presidents), Officers, and Sr. Leadership are not eligible.

Nomination Packet

Each USM university can submit only one exempt and one non-exempt packet for each category

A nomination packet must be generated for each nominee that includes the following documents, organized in the order listed:

1. **Nomination Cover Sheet** - a nomination 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** - a nomination letter must accompany each nominee packet and must be completed and signed by the nominator. State the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two (2) pages.
3. **President Endorsement Letter** – an endorsement letter from the institution's President must accompany each nominee packet. The letter shall state the category for which the staff employee is being nominated and give testimony of exemplary performance in that category. Please limit to two (2) pages.
4. **Position Description** - position description must include the purpose of the position and specific job duties listed in detail. **Please use template included on final page of this packet only** (no resumes). The position description must be signed by the employee's supervisor.
5. **Letters of Recommendation** – include three (3) one-page letters of recommendation that discuss what makes this individual exceptional in the category nominated. Recommendations are welcomed 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 nominee's activities as they relate to the category for which he/she is being nominated.** Printed emailed letters are acceptable. Please limit to one (1) page.
6. **Formatting** - All letters must use twelve (12) point Arial or Times New Roman font and one (1) inch margins. No more than 500 words on one (1) page. Recommendations letters cannot exceed one page and the Nomination and President's letter cannot exceed two (2) pages.

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 (5) years) and limited to five (5) 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 a 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.

Evaluation Process

The following items must be included and sent in the following order for evaluation:

- Nomination cover sheet
- Nomination letter
- President's endorsement letter
- Position description to include purpose and specific job duties
- Recommendation letters three (3) one-page letters (emails are acceptable)

Selection Process

The Council of University System Staff will review nomination packets and submit a recommendation for awards to the Board of Regents. Winners will be announced in early summer with a formal presentation of the award recipients by the Board of Regents in early Fall 2024.

Questions

If you have questions concerning the Board of Regents Staff Awards, please contact the representative from your home institution or you may direct questions to: Deniz Erman, Co-Chair of the CUSS Awards & Outreach Committee at CUSSBOR@usmd.edu.



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's endorsement letter
- _____ Position description to include purpose and specific job duties (use enclosed template only, resumes will not be accepted)
- _____ Recommendation letters (3) one-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

*Please provide all requested information, including your specific job duties and responsibilities.
You may use an additional sheet if necessary. (No resumes will not be accepted)*

Name (please print)

Supervisor's Name (please print)

JOB DUTIES AND RESPONSIBILITIES:

I certify that the above job duties are performed by the applicant:

(Supervisor's Signature)