

Nomination Form for the UIC Award of Merit

Nominee: _____

Title: _____

Department: _____ M/C: _____

Campus Phone Extension: _____ E-Mail: _____

Letters of Support: At least two (maximum of five) letters of support should be attached to this form. Letters must address Award of Merit criteria and should be routed as follows: to the nominee's Department Head, Dean or Director, then to the nominee's respective Chancellor, Vice Chancellor or University administrator. In the event of a split appointment, the nomination will be processed through the unit where the nominee has the greatest percentage of time.

Nominee Citation: A citation must to be included with the letters of support and nomination form. Citations will be utilized in the Employee Recognition Award Program ceremony. Citations should describe the employee and the merits for which they are being recognized. For examples or questions please contact Dana Poncher in Special Program at 3-2960 or dponcher@uic.edu.

Nominated by: _____

Title: _____

Department: _____ M/C: _____

Campus Phone Extension: _____ E-Mail: _____

Nominee's supervisor has been contacted for comments: ____ yes ____ no

Supervisor's Name: _____

Department: _____ M/C: _____

Campus Phone Extension: _____ **E-Mail:** _____

E-Mail: _____
Nominator (please print) Unit Name & M/C

Signature of Nominator Date

E-Mail: _____
Department Head (please print) Unit Name & M/C

Signature of Department Head Date

E-Mail: _____
Dean (please print) (if appropriate) Unit Name & M/C

Signature of Dean Date

E-Mail: _____
(Vice) Chancellor (please print) Unit Name & M/C

Signature of (Vice) Chancellor Date

Completed forms (including all email addresses) must be received by 4:00 p.m. on Friday, July 1, 2011 by the employee's respective Chancellor, Vice Chancellor or University administrator.

UIC AWARD OF MERIT

The UIC Award of Merit has been established to provide a mechanism for the campus leadership to recognize, appreciate and honor its outstanding support and academic professional employees. Employees from units which report to University Administration are also eligible if they are based in Chicago. In 2011 a maximum of 30 awards will be given. Recipients will receive a UIC Award of Merit memento and a \$2,500 cash award. **The award ceremony will be held November 2, 2011 at the Forum.**

Eligibility: 1) Support and academic professional staff working at least 50% time or more with at least three complete years of service. Years of service must meet service recognition guidelines for years of service, refer to the HR website for the service recognition policy, 701. 2) UIC employees (including University Administration).

Award Criteria:

1. Overall excellence in all aspects of work performance and position responsibilities;
2. Overall service orientation that is consistently responsive;
3. Creativity in problem solving and initiative;
4. Commitment to individual development and fostering growth;
5. Promotes morale by leadership, teamwork, and enhancing work environment;
6. Sensitivity to diversity and affirmative action accomplishments.

Nomination Process:

1. Anyone may nominate an individual who is eligible, using the nomination form.
2. Nominator must obtain the supervisor's comments.
3. Nominator must include a citation describing the nominee and the merits for which they are being nominated. (examples online: http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml)
4. Nominations must be submitted to the dean or director, then to the Chancellor, Vice Chancellor or University Administrator for the unit in which the nominee is employed by **July 1, 2011**.
 - Employees from units which report to the Chancellor should be submitted to Paula Allen-Mears Chancellor, MC 102
 - Employees from units which report to the Vice Chancellor for External Affairs should be submitted to Warren Chapman, Vice Chancellor for External Affairs, MC 102
 - Employees from units which report to the Vice Chancellor for Development should be submitted to Penelepe Hunt, Vice Chancellor for Development, MC 102
 - Employees from units which report to HealthCare Systems should be submitted to John DeNardo, CEO HealthCare System, MC 693
 - Employees from units which report to the Vice Chancellor for Research should be submitted to Skip Garcia, Vice Chancellor for Research, MC 672
 - Chicago- based employees from units which report to University Administration should be submitted to Heather Haberaecker, Executive Assistant Vice President for Business and Finance, MC 078
 - Employees from units which report to the Vice Chancellor for Student Affairs should be submitted to Barbara Henley, Vice Chancellor for Student Affairs, MC 600

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- Employees from units which report to the Executive Director and Associate Vice President of Human Resources should be submitted to Maureen M. Parks, Executive Director and Associate Vice President of Human Resources, University Human Resources, MC 890
- Employees from units which report to the Vice Chancellor for Administrative Services should be submitted to Mark Donovan, Vice Chancellor for Administrative Services, MC 270
- Employees from units which report to the Vice Chancellor for Academic Affairs should be submitted to Jerry Bauman, Interim Provost and Vice Chancellor for Academic Affairs, MC 105

Note: Once the selection process is completed, only recipients will be notified by letter. Letters will not be sent to nominees who were not selected. Nominators may contact Dana Poncher in the Office of Special Programs with questions at 413-2960 or via e-mail at dponcher@uic.edu.