

UNIVERSITY OF ILLINOIS  
AT CHICAGO

**UIC Award of Merit – Eligibility Requirements and Nomination Process Schedule**

Nominations for the 2011 Award of Merit will be accepted as of April 1, 2011. The UIC Award of Merit will be awarded to a maximum of thirty recipients in 2011 at the Employee Recognition Award Program, November 2, 2011 at the UIC Forum.

All UIC support and academic professional staff who work at least 50% time, and who have worked at UIC for at least three years, are eligible for nomination for this campus award program.

The Award of Merit award criteria include:

1. Overall excellence in all aspects of work performance;
2. Consistent delivery of user responsive service;
3. Creativity in problem solving and initiative;
4. Commitment to individual development and fostering growth;
5. Promotion of morale by leadership, teamwork, and enhancing work environment;
6. Sensitivity to diversity and affirmative action accomplishments.

UIC Awards of Merit allocated as follows:

Chancellor/VCEA/VCR/VCHR/VCD	1
Provost/VCAA	12
HealthCare System	10
VC Student Affairs	2
VC Administration	4
University Administration	1

The nomination process schedule is:

- |                  |   |
|------------------|---|
| April 1 – July 1 | Nomination forms and award criteria are available on-line at <a href="http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml">http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml</a>  |
| July 15          | Nominations must be submitted to the employee's respective Chancellor, Vice Chancellors or University administrator. Nomination forms <u>must be accompanied by a citation</u> describing the nominee to be utilized in the Employee Recognition Award Program ceremony. Citation examples are available on line at: <a href="http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml">http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml</a> <ul style="list-style-type: none"><li>• Employees from units which report to the Chancellor should be submitted to Paula Allen-Meares, Chancellor</li><li>• Employees from units which report to the Vice Chancellor for External Affairs should be submitted to Warren Chapman, Vice Chancellor for External Affairs</li><li>• Employees from units which report to HealthCare Systems should be submitted to John DeNardo, CEO HealthCare System</li><li>• Employees from units which report to the Vice Chancellor for Research should be submitted to Skip Garcia, Vice Chancellor for Research</li><li>• Chicago-based employees from units which report to University Administration should be submitted to Heather Haberaecker, Executive Assistant Vice President for Business and Finance</li></ul> |

- Employees from units which report to the Vice Chancellor for Student Affairs should be submitted to Barbara Henley, Vice Chancellor for Student Affairs
- Employees from units which report to the Vice Chancellor for Development should be submitted to Penelepe Hunt, Vice Chancellor for Development
- 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
- Employees from units which report to the Vice Chancellor for Academic Affairs should be submitted to Jerry Bauman, Interim Vice Chancellor for Academic Affairs and Provost

July 15-July 29

For those areas with combined awards (University Administration units and the Chancellor/VCEA/VCR/VCHR/VCD) a meeting should be held with representatives from each area to determine the winner from that area. The Chancellor, Vice Chancellors and University administrator are to complete their selection process and submit the names and complete nomination packets of award recipients to Special Programs (Dana Poncher MC 897, [dponcher@uic.edu](mailto:dponcher@uic.edu)) no later than July 29, 2011.

August 1

Special Programs provides the names of final nominees to Academic HR/Records for verification of eligibility.

August 17

The Chancellor notifies those who have been selected to receive the UIC Award of Merit via letter with copies to the Nominator, Department Head, Dean, and Vice Chancellor.

If you have any questions, please feel free to contact Dana Poncher at 3-2960 or by email at [dponcher@uic.edu](mailto:dponcher@uic.edu).

## **EMPLOYEE RECOGNITION MONTH NOVEMBER 2011**

**Employee Recognition Month - *Celebrating Employees at UIC* -**

[http://www.uic.edu/depts/hr/Special\\_Programs/employee\\_recognition.shtml](http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml)

Employee recognition events will be held to honor our faculty and staff.

### **Wednesday, November 2, 2011**

UIC Employee Recognition Award Program

Award of Merit, CAPE, WOW, INSPIRE & Luminary awards and Service Recognition of  
25, 30, 35, 40 and 45 Years of Service

11:00 a.m. to 1:30 p.m.

UIC Forum

AOM nomination forms due July 1, 2011

### **November 2011**

Department/Unit Recognition Ceremonies (Programs)

### **Wednesday, February 22, 2012**

Retirement Luncheon

11:30 a.m. to 1:30 p.m.

Student Center West – Chicago Rooms

***Please note Campus Fund Drive:***

**UIC 2011 Campus Charitable Fund Drive runs October 5 - December 2, 2011**

### **Wednesday, October 5, 2011**

Kickoff Event

9:30 a.m.

Student Center East – Illinois Rooms