

## 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 Vice Chancellor or to the Chancellor. (University Administration staff nominations should be sent to Heather Haberaecker, Assistant Vice President of Business and Finance.) In the event of a split appointment, the nomination will be processed through the unit where the nominee has the greatest percentage of time.

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: \_\_\_\_\_

\_\_\_\_\_  
Nominator (please print) Unit Name & M/C

\_\_\_\_\_  
Signature of Nominator Date

\_\_\_\_\_  
Department Head (please print) Unit Name & M/C

\_\_\_\_\_  
Signature of Department Head Date

\_\_\_\_\_  
Dean (please print) Unit Name & M/C

\_\_\_\_\_  
Signature of Dean Date

\_\_\_\_\_  
(Vice ) Chancellor (please print) Unit Name & M/C

\_\_\_\_\_  
Signature of (Vice) Chancellor Date

**Completed forms must be received by 4:00 p.m. on Wednesday, August 2, 2005 in the Office of the Chancellor, Vice Chancellor or the Office of the Assistant Vice President for Business and Finance (for University Administration nominees) for the unit in which the nominee is employed.**

## UIC AWARD OF MERIT

The UIC Award of Merit has been established to provide a mechanism for the University's management to recognize, appreciate and honor outstanding support and academic professional employees. In 2005 a maximum of 28 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 1, 2006 in the Illinois Rooms of Student Center East.**

Eligibility: 1) Support and academic professional staff working at least 50% time or more with at least three years of service. 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. Nominations must be submitted to the dean or director, then to the Vice Chancellor for the unit in which the nominee is employed or to the Chancellor by **August 1, 2006**. (University Administration staff recommendations should be submitted to Heather Haberaecker, Assistant Vice President of Business and Finance).

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 Maria Anderson in the Office of Special Programs with questions at 355-4330 or via e-mail at msanch5@uic.edu.