UCSC Service Excellence Award [1]

MAKE A NOMINATION

University of Colorado Staff Council (UCSC) is soliciting nominations of classified and university staff employees for the annual Service Excellence Award.

UCSC is pleased to recognize and reward **staff members** who have provided outstanding and sustained volunteer service to their campus, community/civic/professional organizations, and the university as a whole through active involvement in staff events, community engagement opportunities, committee work, social advocacy projects, and diversity initiatives.

The Service Excellence Award is presented to one qualified staff member from each campus (and system administration), and includes a $1,000 cash award to be presented at the All Staff Council Conference on April 8, 2016 in Colorado Springs (exact location to be announced later). Each of the four recipients will be invited to the ceremony, along with his/her nominator, supervisor, and one additional guest.

NOMINATION FORM [2]

ELIGIBILITY

Any active, certified, classified staff or university staff employee of the university at the time of the nomination, excluding the current members of UCSC, is eligible to receive this award. Nominations will be accepted from any staff, faculty, student or administrator within the university. For best results, nominators may need to work with their nominee for a complete nomination packet. **Please note: Faculty and students are not eligible for this award.**

AWARD CRITERIA

Nominees must be worthy of system-wide recognition and have a record of continuing volunteer service. They must be actively participating in service or volunteer activities. Nominations will be judged on the candidate?s service in the two equally-weighted areas:

1. **Service to home campus and/or university-wide (50%)**

Service to the employee?s home campus can include, but is not limited to: membership and leadership within standing and ad-hoc committees, participation in campus programs and active contributions to staff governance organizations. Service will be evaluated based on the importance of the activity and its benefit to the University of Colorado community.

Service to the university as a whole can include, but is not limited to: membership and leadership within standing and ad-hoc committees or advisory groups, staff governance organizations, and local and statewide organizations. Service will be evaluated based on the importance of the activity and its benefit to the University of Colorado community.

2. Service to community, civic, and professional organizations (50%)

Service to the employee?s community, civic, and professional organizations can include, but is not limited to: active membership in a community group, efforts to directly address a social issue, advocating for an underserved population, working with others in a community to solve a shared problem, participation in fundraising for a charity or a scholarship, regularly volunteering for a not-for-profit organization.

Successful candidates will have recognizable service in each of these areas listed above. Nominators are encouraged to focus on current and continuous volunteer efforts and service activities performed within the last three years. Please note that activities which are part of an employee?s current job description or assigned work duties should not be included in the nomination; only service activities performed outside of an employee?s ordinary and expected work duties will be considered.

PROCEDURE

- Nomination form [2] must be received electronically by **Friday, February 12, 2016 at 11:59 p.m.**
- Provide a paragraph describing the nominee?s current job duties and responsibilities. A copy of the job description is not required.
- Provide no more than five examples the nominee?s service in the two areas listed above.

The nomination materials will be reviewed by the University of Colorado Staff Council and recipients will be selected based on the above criteria. Accuracy of the nominee?s qualifications will be verified by UCSC. Nominations that do not meet the minimum eligibility criteria will not be considered. Individuals who currently serve on University of Colorado Staff Council (UCSC) or who have previously received a Service Excellence Award are not eligible.

Submit nomination packets via the nomination form buttons (above) by 11:59 p.m. on February 12, 2016.

NOMINATION FORM [2]

Groups audience:
University of Colorado Staff Council

Source URL: http://www.cu.edu/ucsc/ucsc-service-excellence-award

Links:
[1] http://www.cu.edu/ucsc/ucsc-service-excellence-award

[2] http://www.cu.edu/ucsc/forms/service-excellence-award