

The University of Toledo 2013 Outstanding Staff Awards

Do you know a UT staff member who exceeds their job expectations? Who goes above and beyond his or her normal job requirements to enhance The University of Toledo's environment for students, staff, faculty, patients and the community? **Please consider nominating that individual for an Outstanding Staff Award.**

Nominees will be acknowledged at an awards program on April 22, 2013 at the Ingman Room in the Student Union on the Bancroft Street campus from 6 pm - 8 pm. Two individuals in each of the three staff categories, (AFSCME, CWA, PSA) will be selected as the top awardees in their category, and one individual will be selected from the UTPPA organization. Nominations are confidential and will be accepted from faculty, staff, patients, students, administrators and the community.

Eligible nominees must be a current full-time UT staff member from any campus who is from the four above mentioned categories with at least five years of service to The University of Toledo. Previous award recipients, faculty and senior administration are not eligible.

Nominations must be received by April 12, 2013. Please either mail the nomination form to Meghan Rayfield in the Human Resources Office (Mail Stop 205) or email to [Meghan.Rayfield@utoledo.edu](mailto: Meghan.Rayfield@utoledo.edu). Selection committees for the awards process consists of peers from the above mentioned individual organizations and previous winners in each category. Award recipients will be notified ahead of time and will receive an invitation to the April 22 event along with one guest. For questions on the nomination process, selection process or the event contact Christine Smallman, [Christine.Smallman@utoledo.edu](mailto: Christine.Smallman@utoledo.edu)

**Outstanding Staff Executive Committee
in Partnership with
the UT Human Resources & Talent
Development Department**

UT Outstanding Staff Nomination Form – Deadline April 12, 2013

The University of Toledo
2013 Outstanding Staff Awards
Nomination Form

I wish to nominate the following staff member:

Nominee's Phone Number:

Name of nominee's supervisor:

Nominee's campus, division and college or area:

Organization nominee is member of: (circle one) AFSCME CWA PSA UTPPA

Please thoughtfully **detail** your reasons for nominating this candidate based on the outlined criteria listed below. You may attach additional pages if needed to this form, submit in memo/essay format or use the space provide below. **Please note that it is not the number of nominations rather than the quality of the content of the nomination.**

CRITERIA #1

CAREER ACCOMPLISHMENTS/OUTSTANDING CONTRIBUTIONS ON THE JOB

(Staff member has displayed outstanding quality of work and/or innovative contributions to The University of Toledo.)

CRITERIA #2

SERVICE TO THE UNIVERSITY COMMUNITY/COMMITMENT AND INNOVATION

(Staff member has demonstrated a willingness to give more than required in the performance of duties and responsibilities; exhibits a positive commitment and loyalty to The University of Toledo community; inspires and motivates others.)

CRITERIA #3

LEADERSHIP/LOYALTY TO THE UNIVERSITY OF TOLEDO COMMUNITY

(Staff member demonstrates behavior which clearly and consistently reflects the mission statement of their division and The University of Toledo; exhibits commitment and loyalty to the community and inspires and motivates others.)

CRITERIA #3

MAKES A POSITIVE AND PROFESSIONAL IMPACT

(Staff member demonstrates a high ethical standard; is knowledgeable about University and/or UT Medical Center policies and makes referrals as appropriate; values and participates in professional development activities to improve/expand professionalism; serves as a role model/mentor.)

I understand my nomination will be handled in confidence by the selection committee.

My Name: Signature: _____

Please select one: I am a Student Faculty Staff Patient Administrator

Campus Department: Phone Number:

Nominations are due to Meghan Rayfield no later than April 12, 2013 – 5:00 pm to Mail Stop 205 or meghan.rayfield@utoledo.edu.