

NOMINATION FORM

UAH FOUNDATION STAFF AWARDS

PART A

NAME OF NOMINEE: _____

JOB TITLE: _____ WORK PHONE: _____

DEPARTMENT: _____

PART B

NAME OF NOMINATOR: _____

JOB TITLE: _____ WORK PHONE: _____

DEPARTMENT: _____

PART C

NAME OF NOMINEE'S SUPERVISOR: _____

JOB TITLE: _____ WORK PHONE: _____

DEPARTMENT: _____

PART D

OTHER INDIVIDUALS WHO MIGHT BE ABLE TO HELP THE SELECTION COMMITTEE
VERIFY THE NATURE OF THE PERFORMANCE AND/OR ACCOMPLISHMENT:

NAME	TITLE & DEPARTMENT	WORK PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOMINATION DEADLINE - Nominations must be received by 5:00 p.m., May 26, 2006.
Mail to: Vella Dailey, UAH Employee Benefits, 102 Shelbie King Hall, Huntsville, AL 35899.

GUIDELINES FOR STAFF AWARDS

The University of Alabama in Huntsville through the UAH Foundation wishes to recognize staff employees who by action or idea make exceptional contributions to The University's mission to:

Support the goals for excellence in teaching, research, health care and community service; or

Promote a high level of morale or exemplary service to students, faculty and co-workers; or,

Demonstrate performance above and beyond the requirements of their positions.

ELIGIBILITY

All full-time regular staff who have commendable records for the last two consecutive years, excluding award recipients of the last three years.

SELECTION CRITERIA

Six awards will be given each year. Employees may be given the award more than once, but not within the same three-year period. Selection will occur annually, and will be based on the following criteria:

Superior work performance aiding in achievement of departmental and university goals.

Handling in an exceptional manner an unusual or critical situation, the outcome of which could have important consequences for the University or those being served (students, faculty, co-workers or community).

Developing new or improved procedures that result in significant cost savings or improvement in productivity or work methods.

Contributions in general beyond efficient performance of assigned duties and activities contributing significantly to the successful operation of university programs.

NOMINATIONS

Nominations may be submitted by supervisors, co-workers, faculty or students on the form developed for this purpose. (See attached.) The form may be copied or additional forms may be obtained from the Employee Benefits Office.

NOMINATION DEADLINE - Nominations must be received by 5:00 p.m., May 26, 2006.
Mail to: Vella Dailey, UAH Employee Benefits, 102 Shelbie King Hall, Huntsville, AL 35899.