

MEMORANDUM

February 10, 2009

TO: The UAH Community

FROM: Ray Pinner, Vice President
Finance and Administration

SUBJECT: Nominations for 2009 UAH Foundation Staff Awards

Each year, the UAHuntsville community recognizes those employees who go beyond the ordinary requirements of their jobs and who have made a difference at UAHuntsville. Nominations are being accepted to select the six employees who will receive the 2009 UAHuntsville Foundation Staff Awards. The recipients of these prestigious awards will be presented with a Certificate of Appreciation and a check for \$1,000 at a special awards ceremony on April 7, 2009.

A Selection Committee comprised of award recipients from the prior year will review each nomination and select the 2009 awardees. You are encouraged to nominate an individual who meets the eligibility and selection criteria and who deserves recognition for their outstanding achievements and/or commitment to the University.

Staff Awards recipients from the previous three years are not eligible for nomination. Their names are listed below for your information:

<u>2006 Awardees</u>	<u>2007 Awardees</u>	<u>2008 Awardees</u>
Sharlene D. Bruce Kimberly D. Crutcher-Williams Chakravarthy M. Deverapalli Annie L. Malone Sheila J. Ray James E. Thomas	John Mark Campbell Sarita A. Cochran Beverley M. Gentry Ellen M. Harris Joan D. Sims Christopher N. Underwood	Helen Conover Michelle Graham Gretchen L. Pangle Rosemary Robinson John S. Rogers Judy Sadler

Nomination forms (attached) are available online at: <http://www.uah.edu/admin/HR/benefits/awards.php> and in the Human Resources Office. The deadline to submit nominations is **5:00 p.m. on Monday, March 2, 2009**. Nomination forms and supporting materials may be sent to: Staff Awards Selection Committee, c/o Sandra Parton, SKH 102. Thank you for your participation in this important effort to recognize outstanding staff members whose contributions are important to the success of our University. If you have questions or need additional information, please contact the Benefits Office at 824-6545.



UAHuntsville Foundation Staff Awards Guidelines for Staff Awards

The University of Alabama in Huntsville through the UAH Foundation wishes to recognize six staff employees annually 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 that have commendable records for the last two consecutive years, excluding award recipients of the last three years. Employees may be given the award more than once, but not within the same three-year period.

Selection Criteria

Selection will be based on the following criteria:

Work Performance Aiding in Department or UAH goals
Outstanding Handling of Critical Situation
Development of New or Improved Procedure
Cost Savings
Improved Productivity
Improved Work Method
Contributions Beyond Assigned Duties
Activities Contributing to Successful Operation of UAH Programs
Promotion of High Level of Morale or Exemplary Service

Nomination

Nominations may be submitted by supervisors, co-workers, faculty or students on the form developed for this purpose. The form may be obtained at www.uah.edu/admin/HR/awards.php or by calling Human Resources at 824-6545.

UAHuntsville

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

UAHuntsville Foundation Staff Awards Nomination Form

(Please print)

SECTION A:

Name of Nominee:			
Job Title		Work Phone:	
Department:			

SECTION B:

Name of Nominator:			
Job Title		Work Phone:	
Department:			

SECTION C:

Name of Nominee's Supervisor:			
Job Title		Work Phone:	
Department:			

SECTION D:

Please list other individuals who may be able to provide additional information to the Selection Committee as to the nature of the Nominee's performance and/or accomplishment(s):

NAME	TITLE	WORK PHONE

SECTION E:

Attach a separate sheet of paper outlining the reasons for your nomination.

1. Describe the nominee's accomplishments and/or significant service to the University. Where possible, give specific information such as dates, who, what, where, and how.
2. List tangible examples of how the employee goes above and beyond the call of duty. Remember that awards are **NOT** intended to reward employees for fulfilling the requirements of their jobs, but for what they do "beyond the call of duty."
3. Give specific details of how the employee developed or improved a University procedure resulting in a cost savings to the University or greater productivity within the department.
4. Describe how the employee handled a critical situation or activities contributing to the successful operation of a UAH Program.

NOMINATION DEADLINE - Nominations must be received by 5:00 p.m., March 2, 2009. Send the nomination form along with your separate attachment to: Human Resources, Shelbie King Hall 102, C/O Sandra Parton or via email to partons@uah.edu.