



## **Guidelines for UAH Foundation Staff Awards**

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The University of Alabama in Huntsville, through the UAH Foundation, wishes to recognize four staff employees who by action or idea make exceptional contributions to the University by supporting the University's goals for excellence in teaching, research, and community service.

### **Eligibility**

All full-time regular staff that have commendable records for the last two consecutive years, excluding award recipients of the last three years, are eligible to be nominated. Employees may be given the award more than once, but not within the same three-year period.

### **Staff Excellence Award** (two awardees: one exempt and one non-exempt)

*Purpose:* To recognize excellence in service and support to students, faculty, and staff.

*Essential Criteria:*

- Demonstrate the provision of the highest level of service to the University community
- Exhibit high standards of professionalism
- Promote enhanced productivity or service

### **Facilities Excellence Award**

*Purpose:* To recognize an individual who works in the Facilities & Operations division that has a positive impact on the appearance and/or operations of campus facilities.

*Essential Criteria:*

- Provide excellent customer service
- Promote a work and service environment that is respectful, collegial, and supportive

### **Leadership Award**

*Purpose:* To recognize excellence in leadership involving people, events, projects, and/or teams.

*Essential Criteria:*

- Lead an effective team to achieve results
- Be an excellent role model and inspire others to work collaboratively and creatively
- Actively mentor and professionally develop other employees

Nominations may be submitted by supervisors, co-workers, faculty or students. This fillable form begins on the next page, or may be obtained online at <http://www.uah.edu/hr/awards>. If you wish to utilize a paper form, please visit the Human Resources office in Shelbie King Hall, room 102. If you have any questions, contact Human Resources at 256.824.6545



## UAH Foundation Staff Awards - Nomination Form

**Choose one:**      **Staff Excellence Award**      **Facilities Excellence Award**      **Leadership Award**

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

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

In the section below, please outline the reasons for your nomination.

- Describe the nominee's accomplishments and/or significant service to the University.
- List concrete examples of how the employee goes above and beyond the call of duty. Give specific information such as dates, who, what, where, and how.
- List tangible examples stating how and why employee should be considered for the particular award.
- Describe how the employee handled a critical situation or activities contributing to the successful operation of a UAH Program.



If you wish to add more information, please do so in the box below.

Please email completed form to [staffawards@uah.edu](mailto:staffawards@uah.edu).  
\* Nominations must be received by 5:00 p.m. Friday, February 2, 2018.