



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

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## *Guidelines for UAH Foundation Staff Excellence 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 been employed for a minimum of two years and who have commendable records for the last two consecutive years with UAH. Award recipients of the last three years are not 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 professionalism
- ✓ Promote enhanced productivity or service

#### Consideration:

*If the employee is in a managerial role (assistant director and above), they should be nominated under the Leadership Award category.*

### **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

#### Consideration:

*Assistant Director level or above*

## 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

Consideration:

*Nominees must be a non-exempt level employee working in service or maintenance staff, otherwise they should be nominated under the Staff Excellence Award category.*

*Questions can be directed to Human Resources at 256.824.6640.*