



for the

2019- 2020 University System of Maryland Board of Regents

STAFF AWARDS

AWARD CATEGORIES:

- ™ Exceptional contribution to the institution and/or unit to which the person belongs
- ™ Outstanding service to students in an academic or residential environment
- ™ Extraordinary public service to the university or the greater community
- ™ Effectiveness and efficiency regarding an academic or administrative transformation with a savings of \$10,000 or more
- ™ Inclusion, Multiculturalism, and Social Justice

For more information, please contact: CUSS BOR Staff Awards & Recognition Committee Chair, Teri Herberger via email at: CUSSBOR@USMD.EDU



Board of Regents Staff Awards

A CUSS (Council of University System Staff) initiative, the University System of Maryland Board of Regents Staff Awards represent the highest honor bestowed by the Board of Regents for achievements of Exempt and Nonexempt Staff employees from institutions within the University System of Maryland. The awards are presented to individual Staff employees who have demonstrated excellence.

The nominee's success should be beyond the scope of their professional responsibilities and the impact the individual has on his or her department, school or community. These awards are based on the quality of the nominee's work within their institution, community or surrounding environment. To reiterate, *the awards are measured by the impact the nominee makes within the five award categories listed below.*

1. Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs
- 2.



Award Categories cont.



Eligibility



Submission of Packets

CUSSBOR@usmd.edu. Please mark the subject line as "BOR Award Nomination." All applicants will receive an email confirmation acknowledging receipt of the package if you



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NOMINATION COVER SHEET

Name of Nominee: _____

Years Employed at Institution: _____ Years Employed in Position: _____

Institution: _____ Department or Unit: _____

Address: _____

Position Title: _____ Exempt _____ Nonexempt _____

E-Mail Address: _____ Work Phone: _____

Please check the category for which the employee is being nominated:

- _____ Exceptional contribution to the institution and/or unit to which the person belongs
- _____ Outstanding service to students in an academic or residential environment
- _____ Extraordinary public service to the university or to the greater community
- _____ Effectiveness and Efficiency
- _____ Inclusion, Multiculturalism, and Social Justice

Please check and attach each of the following, in the order given:

_____ Nomination cover sheet

_____ Nomination letter _____)4 (t)ee[n: Nomdies ()-men ()da6 (ao)-4(()n () -2 (i)-2 (r

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POSITION DESCRIPTION

*Please provide all requested information, including your specific job duties and responsibilities.
You may use an additional sheet if necessary. (No resumes will not be accepted)*

Name (please print)

Supervisor's Name (please print)

JOB DUTIES AND RESPONSIBILITIES:

I certify that the above job duties are performed by the applicant:

(Supervisor's Signature)