Employees asked to nominate outstanding performers

The Office of the President is accepting nominations for Outstanding Performance Awards through Friday, August 31, 2012. The awards recognize classified and professional/administrative staff for their outstanding performance and commitment to service. Recipients receive plaques, a $1000 cash award and a letter of appreciation for their personnel files. President James Ramsey also hosts a reception in their honor.

Selection criteria

Recipients should have:

- Exhibited commitment to serve students, the general public and university colleagues.
- Sustained a high-level of productivity and consistent quality of work.
- Demonstrated a high degree of initiative in the performance of functions.
- Displayed exceptional dependability.
- Maintained effective relationships with others.
- Demonstrated leadership qualities.
- Enhanced the university's image through professional publications and public service.

Nominees need not meet all seven criteria for the award, but the nomination must recognize the employee's service orientation.

Nomination Guidelines

- Staff members who have received an Outstanding Performance Award in the past three years are ineligible for the award this year.
- Any other permanent classified or professional/administrative staff member employed at UofL for at least two years and a minimum of one year in his or her current job is eligible.
- This award includes four position categories: professional/administrative, clerical/secretarial, technical/paraprofessional and skilled craft/service workers.
- Nominations can come from any member of the campus community: co-workers, supervisors, faculty, staff, students, etc.
- Nominators should describe the complexity of the employee's job duties and should provide specific information about productivity, quality of work and outstanding performance; however, nominations must not include annual performance appraisals.
- Nominating letters should not exceed three pages. The committee will seek supporting information from each nominee's supervisor or unit head.
- Individuals who are meritorious will qualify for consideration, but being meritorious does not automatically qualify an individual for this award.

Selection

Representatives from each unit form the university-wide screening committee. The committee will make award selections in each of the four categories, with 25 percent of the eligible nominees receiving awards. The number of awards in the categories may not exceed one-fourth the number of respective nominations received.

All nominations must be submitted with the attached form. For more information about the awards, call Sandy Garcia at 852-5543.

Outstanding Performance Award nominations must be made by formal letter. This cover form must accompany all entries.

Nomination deadline is Friday, August 31, 2012.

Nominee _____

Nominee's position _____

Nominee's department _____

Nominee's supervisor _____

Nominator _____

Nominator's position _____

Nominator's department _____

Nominator's relationship to nominee _____

Nominee's award category (required) _____

Choose one: professional/administrative (PA), clerical/secretarial (CS), technical/paraprofessional (TP), skilled craft/service workers (SS)

NOTE: Please attach and limit your description to three pages. Only this form and the three pages of description will be forwarded to the screening committee. (No additional letters of support for the nomination will be forwarded to committee.)

Send materials to:
UofL Outstanding Performance Awards
Office of the President, 103A Grawemeyer Hall
Attention: Sandy Garcia

You also may e-mail to:
sggarc01@louisville.edu

or fax to:
852-7226