

Gerald W. May

The Office of the President Staff Recognition Program

The University established an endowment through funds earmarked by former President Gerald W. May specifically for staff recognition. A matching amount was made available from the Regents' Endowment Fund, designated at the end of President May's tenure, in recognition of his service and assistance in creating a UNM Staff Council. Income from the endowment is used by the Office of the President to recognize outstanding staff members who have made significant contributions to the University.

Eligibility: Any current UNM employee on permanent appointment (part-time or full-time) who does not have faculty status and has completed the probationary period shall be eligible for nomination by any current UNM staff, faculty or student (Self-nominations are not permitted.)

Awards: There will be a minimum of 3 awards. Each awardee will receive a check for a minimum of \$250 (before applicable deductions) and a plaque during an awards ceremony on Thursday, December 3, 2009.

Nomination Criteria: Nominees should meet at least one of the following:

1. Exceptional service to the UNM community;
2. Positive, effective representation of UNM;
3. Demonstration of initiative and innovative performance of job duties;
4. Involvement, dedication and exemplary commitment as a UNM staff member;
5. Additional contributions such as those in the areas of customer relations, community service, professional development, teamwork, reliability, loyalty, self-motivation, communicative skills, etc.

Screening: The process for screening nominees and selecting awardees is as follows:

1. Nominations will be solicited from UNM faculty, staff and students and forwarded to the Staff Council Rewards & Recognition Committee.
2. **Nominations must be received by the deadline, Monday, October 5, before 5pm, nominations received after that will not be considered.**
3. The nominations must specifically describe the outstanding contribution(s) of the nominee and address the qualification criteria. The Committee looks for nominations that have been written with **specific examples & descriptions.**
4. The Committee will conduct the screening process and make recommendations, with approval of the Staff Council Executive Committee, to the President of the University.
5. Final recommendations will be submitted to the President no later than 5:00PM, Wednesday, November 15th, 2009.
6. The President of the University will approve the final selections.

Questions? Please contact Karin Retskin @ 277-1532

Please complete and e-mail the nomination form no later than

5 pm Monday, October 5, 2009

NO EXCEPTIONS

To: Karin Retskin
scouncil@unm.edu

Official Gerald W. May Award Nomination Form

Special Instructions: This form should be completed and e-mailed to scouncil@unm.edu . Please be “**specific**” when writing your nomination information.

Nominee’s Name: _____

Title: _____ **MSC:** _____

Department/Office/Division: _____ **E-mail:** _____

How do you know this employee?

Please answer both questions below. For best consideration both responses are required.

1. **Specify how the nominee has effectively and positively provided exceptional service to the UNM Community.** Specific examples of the nominee’s achievements i.e. committee memberships, volunteer work, initiatives, service and leadership carry more weight with the evaluating committee than generalized descriptions.

2. **Specify how the nominee has demonstrated initiative and innovation in the performance of job duties.**

The committee is looking for clear examples of places where the nominee has enriched UNM through his or her initiative and innovation.

Submitted by: _____ Date: _____

Email: _____ Phone: _____