

February 19, 2009

MEMORANDUM

TO: Division of Student Affairs Staff

FROM: Eliseo "Cheo" Torres, Vice President for Student Affairs

RE: Division of Student Affairs Recognition Awards Ceremony

It's time once again for our annual Student Affairs Recognition Reception. As was last year, we will have an awards ceremony which will recognize three award categories:

- Student Affairs Employee of the Year
- Student Affairs Student Employee of the Year
- Student Services Award – For UNM Faculty & Staff

These three award categories will be presented at a reception on Friday, April 10. Attached to this memo please find the nomination forms for the Student Affairs Employee and Student of the Year Awards. The Student Services Award was mailed university-wide under separate cover last week.

Staff, students and faculty are invited to submit nominations of any staff and/or student in each Student Affairs unit who meets the eligibility criteria. See criteria below.

Who May Be Nominated – Staff Award

- A staff person from each area within Student Affairs who has provided a significant contribution that benefits a program or department.
- Previously nominated staff may be nominated again, if not a recipient of the award the previous year. (Edith Shelton won last year from the Student Union).
- The staff person nominated must have been employed a minimum of two years within the division and have at least .50 FTE status. (20 hours per week).
- Members of the Selection Committee are not eligible during their term of service on the committee.
- Directors are not eligible for the award.

Who May Be Nominated – Student

- A student from within Student Affairs who is in good academic standing.
- A student who contributes to the goals and mission of their respective department(s).
- A student who is a model employee.
- A student who contributes outside of his/her community and within the university.

The deadline to return these nomination forms to my office is **Friday, March 13 by 5:00 p.m.** A committee has been appointed to determine the award winners. Once the selection has been made we will announce the awardees and celebrate together on **April 10, 2008 at the SUB.** A separate invitation will follow for this event. If you have any further questions, please call Natalie Brigance at 277-0952.

Division of Student Affairs
Student Employee of the Year Award
Official Nomination Form

Please complete the section below (you may attach one additional page): State in detail the reason(s) for the nomination. Describe the contributions that this person has made to the Division. Include information on how the nominee has demonstrated initiative and innovation in the performance of his or her job duties, and how effectively the person has represented the Division. (Please print or type).

Nominee's Name: _____

Title: _____

Department/Office: _____

Submitted By: _____ Phone: _____

Date: _____ E-mail: _____

How do you know this employee? _____

Below, please tell why your nominee deserves to be Student Employee of the Year:

Nominations must be received by 5 p.m., Friday, March 13, and may be faxed to **277-6099**. Selection Committee, Division of Student Affairs – Student Employee of the Year
c/o Natalie Brigance, Scholes Hall, Room 229, UNM, Albuquerque, NM 87131

(This form may also be found on the Student Affairs web page: www.unm.edu/~ovpsa)

Division of Student Affairs
Employee of the Year Award
Official Nomination Form

Please complete the section below (you may attach one additional page): State in detail the reason(s) for the nomination. Describe the contributions that this person has made to the Division. Include information on how the nominee has demonstrated initiative and innovation in the performance of his or her job duties, and how effectively the person has represented the Division. (Please print or type).

Nominee's Name: _____

Title: _____

Department/Office: _____

Submitted By: _____ Phone _____

Date: _____ E-mail: _____

How do you know this employee? _____

Below, please tell why your nominee deserves to be Employee of the Year:

Nominations must be received by **5 p.m., Friday, March 13**, and may be faxed to **277-6099**. Selection Committee, Division of Student Affairs – Employee of the Year
c/o Natalie Brigance, Scholes Hall, Room 229, UNM, Albuquerque, NM 87131

(This form may also be found on the Student Affairs web page: www.unm.edu/~ovpsa)