A UIC Tradition since 2007, the INSPIRE Award honors employees who exhibit long-term, consistent, and outstanding service to the University and demonstrate a commitment to UIC’s Core Values. The INSPIRE Award is recognized at the annual Employee Recognition Award Ceremony held each November. Eight recipients will be honored at this year’s ceremony on Tuesday, November 10, 2015 at the UIC Forum.

Nomination Requirements

1. **Nomination Form**…. Complete form, including all necessary contact information.
2. **Letters of Support**…. At least two letters of support should be attached to this form.
   a. One from the nominee's supervisor and one from a co-worker or student. The nominator may write a letter of support as well.
   b. Letters should provide specific examples of a nominee's commitment to UIC's Core Values (see below) and a sense of the scope of the people in which the nominee INSPIRES.
3. **Deadline for Submission**…. Friday, June 26, 2015 – 12:00 p.m.
   a. Completed Form (including all contact information) and Letters of Support should be submitted via email to: Linda Grider, INSPIRE Committee Contact, lgrider@uic.edu.

Applicable Criteria

In accordance with criteria outlined on the UIC Human Resources website under INSPIRE Award Policy 705, effective 2/18/2015.

1. All UIC employees are eligible to receive the INSPIRE Award. Eligible employees include but are not limited to: Civil Service, Academic Professional, faculty, lecturers, teacher assistants, research assistants, and student workers. Employees from UIC regional campus locations and University Administration employees based in Chicago are also eligible.

2. Previous winners may be nominated for subsequent INSPIRE Awards, provided that a minimum of five years has elapsed between the last award and the next nomination.

3. Previous winners of the Award of Merit and CAPE Award may be nominated for the INSPIRE Award, as long as a minimum of five years has elapsed between the last time receiving the Award of Merit and CAPE Award and the next INSPIRE Award nomination.

4. An employee may not receive more than one of the following awards in the same Employee Recognition season: Award of Merit, CAPE Award, INSPIRE Award.

5. Any employee with disciplinary action on their University employment record within the last five years or who are on a terminal contract will not be eligible for the INSPIRE Award. Information will be verified by UIC Human Resources.
Please note: An employee may not receive more than one of the following awards in the same Employee Recognition season: Award of Merit, CAPE Award, and INSPIRE Award.

Recipient Criteria
Nominees for the INSPIRE Award are awarded this honor based on their demonstration of UIC’s core values.

- **Integrity** - Respecting the dignity and worth of everyone by maintaining the highest degree of ethical and moral conduct.
- **Nurture** - Supporting an environment that fosters individual and community growth.
- **Service** - Responding courteously to the needs of the people we serve and striving to exceed their expectations.
- **Pride** - Taking pride in ourselves and in the work we do.
- **Intellect** - Supporting the pursuit of lifelong learning.
- **Respect** - Treating every individual with respect as we would like to be treated ourselves. We are committed to diversity.
- **Excellence** - Striving for excellence in all that we do.

Nomination Process Schedule
Mid May 2015 Nomination Season for the INSPIRE Award is open.

Friday, June 26 Nominator submits complete Nomination Packets to the INSPIRE Committee by Friday, June 26, 2015 – 12:00 p.m.

June 26 – July 24 INSPIRE Committee determines final nominees

July 24 – July 31 UIC Human Resources verifies eligibility of final nominees.

Week of Aug 3 UIC Human Resources submits nominees to Chancellor Michael Amiridis for final approval.

September 1 The Chancellor notifies those who have been selected to receive the 2015 INSPIRE Award via campus mail. Corresponding communication is sent electronically to the Nominator and Supervisor.

For further information about the **INSPIRE Award** please contact:
Linda Grider
2015 INSPIRE Committee Contact
lgrider@uic.edu

For further information about the annual UIC Employee Recognition season visit:
https://www.hr.uic.edu/employee_recognition/
Nominee Information

Nominee Name: ____________________________________________________________
Title: _____________________________________________________________________
Department: ____________________________ M/C: ___________
Full Campus Street Address___________________________________________________
College (if applicable): _______________________________________________________
Campus Phone Extension: _____________ Email: ______________________________

Nominator/Supervisor Information

Nominated by: _____________________________________________________________
Title: _____________________________________________________________________
Department/Unit: ____________________________ M/C: ___________
Campus Phone Extension: _____________ Email: _____________________________
Supervisor’s Name: _________________________________________________________
(If Nominator is the Supervisor, please write SAME)
Department/Unit: ____________________________ M/C: ___________
Campus Phone Extension: _____________ Email: ______________________________
Nominee’s supervisor has provided a letter of support: _____ YES _____ NO

__________________________   _______________________
Signature of Nominator       Date

__________________________   _______________________
Signature of Supervisor       Date
(If different from Nominator)