

## 2015 INSPIRE Award Nomination Packet



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](mailto: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 <u>Friday, June 26, 2015 – 12:00 p.m.</u>
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](mailto:lgrider@uic.edu)

For further information about the annual UIC Employee Recognition season visit:

[https://www.hr.uic.edu/employee\\_recognition/](https://www.hr.uic.edu/employee_recognition/)

**2015 INSPIRE Award  
Nomination Form**



**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  
(If different from Nominator)

\_\_\_\_\_  
Date