

2015 UIC AWARD OF MERIT

Eligibility & Nomination Process



The nomination season for the 2015 UIC Award of Merit begins Monday, May 11, 2015. The UIC Award of Merit will be awarded to 30 recipients who will be honored at the **Employee Recognition Award Ceremony on Tuesday, November 10, 2015 at the UIC Forum.**

Please use this document as a guide while nominating a UIC employee for the 2015 Award of Merit.

Applicable Criteria

In accordance with criteria outlined on the UIC Human Resources website under Award of Merit Policy 704, revised 2/18/2015.

1. Civil Service and Academic Professional employees at UIC, including those based at regional campuses and University Administration employees based in Chicago.
2. Nominees must be employed for at least three consecutive years at full time or six consecutive years at 50% time (or higher). Qualifying years of service must be completed by May 1 of the nomination year.
3. Service eligibility must meet service recognition guidelines outlined on the UIC Human Resources website under Service Recognition Policy 701.
4. Previous winners of the CAPE and INSPIRE Awards may be nominated for the Award of Merit, provided that a minimum of five years has elapsed between the last time receiving the CAPE or INSPIRE Award and the Award of Merit nomination.
5. Academic Professional employees with an academic rank (faculty title) are not eligible for the Award of Merit.
6. Any employee with disciplinary action on their University employment record within the last five years or who are on a terminal contract are not eligible for the Award of Merit. Information will be verified with the nominee's unit.

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

1. Overall excellence in all aspects of work performance
2. Consistent delivery of user responsive service
3. Creativity in problem solving and initiative
4. Commitment to individual development and fostering growth
5. Promotion of morale by leadership, teamwork, and enhancing work environment
6. Sensitivity to diversity and affirmative action accomplishments

Unit Award Allocation

Awards of Merit are allocated based on the number of full-time employees in each unit.

- Office of the Vice Chancellor for Academic Affairs & Provost 12 recipients
- UI Hospital and Health Sciences System 10 recipients
- Office of the Vice Chancellor for Administrative Services 4 recipients
- Office of the Vice Chancellor for Student Affairs 2 recipients
- University Administration 1 recipient
- Combined units from the Offices of... 1 recipient
 - The Chancellor
 - Public & Government Affairs
 - The Vice Chancellor for Development
 - The Vice Chancellor for Research
 - UIC Human Resources

UIC Unit Leadership Offices

Employee Nominations from departments which report to...

- **The Office of the Chancellor** should be submitted to the office of Michael Amiridis, Chancellor, MC 102
- **The Office of Public and Government Affairs** should be submitted to the office of Michael Redding, Executive Associate Chancellor of Public and Government Affairs, MC 288
- **The Office of the Vice Chancellor for Academic Affairs & Provost** should be submitted to the office of Eric A. Gislason, Interim Vice Chancellor for Academic Affairs & Provost, MC 105
- **The Office of Vice Chancellor for Administrative Services** should be submitted to Mark Donovan, Vice Chancellor for Administrative Services, MC 270
- **The Office of the Vice Chancellor for Development** should be submitted to Jeff Nearhoff, Vice Chancellor for Development, MC 102
- **The Office of the Vice Chancellor for Research** should be submitted to the office of Mitra Dutta, Vice Chancellor for Research, MC 672
- **The Office of the Vice Chancellor for Student Affairs** should be submitted to Barbara Henley, Vice Chancellor for Student Affairs, MC 600
- **UIC Human Resources** should be submitted to Robert A. Crouch, Assistant Vice President for UIC Human Resources, MC 890
- **UI Hospital & Health Sciences System** should be submitted to Avijit Ghosh, Chief Executive Officer for University of Illinois Hospital and Clinics, MC 693
- Chicago-based **University Administration** employee nominations should be submitted to Vanessa Peoples, Interim Assistant Vice President for Business and Finance, MC 078

Nomination Instructions and Check List

1. **Nomination Form**.....Complete form, including all necessary email addresses and signatures.
2. **Letters of Support**... At least two letters of support (a maximum of five) should be attached to this form. Letters must address Award of Merit criteria stated above.

Nomination Process Schedule

May 11 – June 26	2015 Nomination Season for Award of Merit is open. Nomination forms and award criteria are available on the 2015 Employee Recognition website at https://www.hr.uic.edu/employee_recognition/
Friday, June 26	Nominators submit complete Nomination Packets to the Nominees' respective Dean, Director, or Department Head for review by 12:00 p.m.
Wed, July 15	The Dean, Director, or Department Head offices submit Nomination Packets to the Nominees' respective Chancellor, Vice Chancellor, or University Administrator* by 12:00 p.m. <i>*See above UIC Unit Leadership Offices</i>
July 15 – July 29	Units are to determine their final Award of Merit nominations, according to the units' allocated number of awards**. <i>** See above allocation key</i>
Wed, July 29	The Chancellor, Vice Chancellors and University Administrators submit complete nomination packets of final award recipients by 4:00pm to: UIC Human Resources / Special Programs Rebecca Fortier, MC 897
July 29 – Aug 5	UIC Human Resources verifies eligibility of final nominees.
Wed, Aug 5	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 UIC Award of Merit via campus mail. Corresponding communication is sent electronically to the Nominator, Department Head, Dean, and Unit Leader.

For questions, please contact Rebecca Fortier in UIC Human Resources / Special Programs at rfortier@uillinois.edu or 312-413-2960.