

2015 UIC AWARD OF MERIT

Nomination Packet



The UIC Award of Merit was established to provide a mechanism for campus leadership to recognize, appreciate, and honor outstanding Civil Service and Academic Professional employees at UIC. Employees based at regional campuses and University Administration employees based in Chicago are also eligible. In 2015, 30 awards will be given. Recipients will receive a UIC Award of Merit memento and a \$2,500 monetary award.

2015 Employee Recognition Award Ceremony & Reception

Tuesday, November 10, 2015

UIC Forum

Nomination Instructions and Check List

1. **Nomination Form**.....Complete form, including 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.
3. **For Nominators:**
 - a. **Deadline for Submission to DDDH**... Friday, June 26, 2015 - 12:00 p.m.
Completed forms (including all email addresses) and accompanying above documents must be submitted to the Nominee's respective Dean, Director, or Department Head by this date and time.
4. **For Deans, Directors, and Department Heads:**
 - a. **Deadline for Submission to Office of the Chancellor/Vice Chancellor/Unit Administrator**... Wednesday, July 15, 2015 - 12:00 p.m. Nomination packets must be submitted to the Nominee's respective unit leader's office by this date. *(Please see list of unit leadership on the accompanying Eligibility & Nomination Process document.)*

For Award of Merit criteria, eligibility, and nomination timeline, please see the **2015 Eligibility & Nomination Process** document or visit the UIC Human Resources/Employee Recognition site at https://www.hr.uic.edu/employee_recognition/.

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Nominee Information

Nominee Name: _____

Title: _____

Department: _____ M/C: _____

College (if applicable): _____

Campus Phone Extension: _____ Email: _____

Nominator Information

Nominated by: _____

Title: _____

Department: _____ M/C: _____

Campus Phone Extension: _____ Email: _____

Are you the Nominee's supervisor? _____ YES _____ NO

If no – Nominee's supervisor has been informed of nomination: _____ YES _____ NO

Supervisor's Name: _____

Department: _____ M/C: _____

Campus Phone Extension: _____ Email: _____

