



## 2017 UIC AWARD OF MERIT

### Nomination Packet

The UIC Award of Merit was established to provide a mechanism for the campus leadership to recognize and honor its outstanding Civil Service and Academic Professional employees. Employees based at the regional campuses and Chicago-based units of the University of Illinois System are also eligible.

In 2017, **30 awards will be presented**. Recipients will receive a UIC Award of Merit memento and a \$2,500 monetary award and be recognized at the **2017 Employee Recognition Award Ceremony and Reception**. The event will be held on Tuesday, November 7, 2017 at the UIC Forum. All campus community members are welcome to attend. Visit [https://www.hr.uic.edu/employee\\_recognition/](https://www.hr.uic.edu/employee_recognition/) for further details about the 2017 ceremony.

### Applicable Criteria

*In accordance with criteria outlined in UIC Human Resources Policy 704: Award of Merit.*

1. Civil Service and Academic Professional employees at UIC, including those based at regional campuses and Chicago-based units of the University of Illinois System are also eligible.
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 under UIC Human Policy 701: Service Recognition.
4. Previous winners may be nominated for subsequent Awards of Merit, provided that a minimum of five years has elapsed between the last award and the next nomination.
5. Previous winners of the CAPE Award may be nominated for the Award of Merit, provided that a minimum of five years has elapsed since the last time receiving the CAPE Award.
6. Academic Professional employees with an academic rank (faculty title) are generally not eligible for the Award of Merit. Final review and decision will be determined by UIC Human Resources.
7. Any employee with disciplinary action on their University employment record within the last three years or who has been issued a terminal contract, with the exception of those Academic Professionals undergoing conversion to a Civil Service position, are not eligible for the Award of Merit. Information will be verified with the nominee's unit.

**Please note:** An employee may not receive both the Award of Merit and the CAPE Award in the same Employee Recognition season.

### 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

## 2017 Unit Award Allocation

- Chancellor **1 recipient**
- Combined Units **12 recipients**
  - Provost and Vice Chancellor for Academic Affairs
  - Vice Chancellor for Health Affairs
- UI Health **10 recipients**
- Vice Chancellor for Administrative Services **2 recipients**
- Vice Chancellor for Advancement **1 recipient**
- Vice Chancellor for Public and Government Affairs **1 recipient**
- Vice Chancellor for Research **1 recipient**
- Vice Chancellor for Student Affairs **1 recipient**
- University of Illinois System (Chicago-based units) **1 recipient**

## UIC Unit Leadership Offices

Employee nominations from departments/colleges should be submitted to the appropriate administrative unit to which they report as outlined below:

- **Chancellor:** Michael Amiridis, Chancellor, MC 102
- **Provost and Vice Chancellor for Academic Affairs:** Susan Poser, Provost and Vice Chancellor for Academic Affairs, MC 105
- **Vice Chancellor for Health Affairs:** Robert Barish, Vice Chancellor for Health Affairs, MC 973
- **UI Health:** Avijit Ghosh, CEO, University of Illinois Hospital and Clinics, MC 693
- **Vice Chancellor for Administrative Services:** Michael Landek, Interim Vice Chancellor for Administrative Services, MC 270
- **Vice Chancellor for Advancement:** Jeff Nearhoff, Vice Chancellor for Advancement, MC 102
- **Vice Chancellor for Public and Government Affairs:** Michael Redding, Vice Chancellor for Public and Government Affairs, MC 288
- **Vice Chancellor for Research:** Mitra Dutta, Vice Chancellor for Research, MC 672
- **Vice Chancellor for Student Affairs:** J. Rex Tolliver, Interim Vice Chancellor for Student Affairs, MC 600
- **University of Illinois System (Chicago-based units):** Gloria Keeley, Assistant Vice President for the Office of Business and Finance, MC 078

## Nomination Instructions and Check List

- ✓ **Nomination Materials:**
  - a. **Nomination Form:** Complete form, including necessary email addresses and signatures.
  - b. **Letters of Support:** A minimum of two letters of support (maximum of five) should be attached to this form. Letters must address Award of Merit *recipient criteria* discussed on page one.
  
- ✓ **Date for Nominators:**
  - a. **Deadline for Submission to DDDH: Friday, June 9, 2017**  
Completed forms (including all email addresses) and related documents must be submitted for approval to the **Nominee's respective** Dean, Director, or Department Head by this date and time.
  
- ✓ **Date for Deans, Directors, and Department Heads (DDDH):**
  - a. **Deadline for Submission to Office of the Chancellor/Vice Chancellor/Unit Administrator: Friday, June 30, 2017** Nomination packets must be submitted for approval to the **Nominee's respective** unit leader's office by this date and time. *See list of unit leadership on page two.*
  
- ✓ **Date for Offices of the Chancellor, Vice Chancellors, or Unit Administrator:**
  - a. **Deadline for Submission to UIC Human Resources, Special Programs: Friday, July 28, 2017** Final unit nomination packets (hard copies) must be submitted for final approval to UIC Human Resources Special Programs at the below address. *See unit allocation breakdown on page two.*  
**Submit completed applications to:**  
UIC Human Resources, Special Programs  
Rebecca Fortier, MC 897  
[rfortier@uillinois.edu](mailto:rfortier@uillinois.edu) | 312-413-2960

UIC Human Resources verifies eligibility of final unit nominees, then submits the list of final nominees to Chancellor Michael Amiridis for final approval. In early September, the Chancellor will notify those employees who have been selected to receive the 2017 UIC Award of Merit via campus mail. Corresponding communication will be sent electronically to the Nominator, Department Head, Dean, and Unit Leader.

For further information about Employee Recognition at UIC, visit the UIC Human Resources/Employee Recognition site at [https://www.hr.uic.edu/employee\\_recognition/](https://www.hr.uic.edu/employee_recognition/) or contact Rebecca Fortier in UIC Human Resources, Special Programs at [rfortier@uillinois.edu](mailto:rfortier@uillinois.edu) or 312-413-2960.

# 2017 UIC AWARD OF MERIT

## Nomination Form



### 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: \_\_\_\_\_

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### For Office Use Only

Nominee UIN \_\_\_\_\_

HR Approval \_\_\_\_\_

Employee Group \_\_\_\_\_

Service Year Date \_\_\_\_\_

