

2018 UIC AWARD OF MERIT

Nomination Packet



The UIC Award of Merit was established to provide a mechanism for campus leadership to recognize and honor 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 2018, **30 awards will be presented**. Recipients will receive a UIC Award of Merit memento and a \$2,500 monetary award. All recipients will be recognized at the **2018 Employee Recognition Award Ceremony and Reception** which will be held on Tuesday, November 6, 2018 at the UIC Forum. All campus community members are welcome to attend. Visit https://www.hr.uic.edu/employee_recognition/ for further details about the 2018 ceremony.

Applicable Criteria

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 April 1 of the nomination year.
3. Service eligibility must meet service recognition guidelines outlined under UIC Human Resources 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 any of the following awards in the same Employee Recognition season: Award of Merit, CAPE Award, and Janice Watkins 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

2018 Unit Award Allocation

- Chancellor **1 recipient**
- Combined Academic and Administrative 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 Offices and Contacts

Nomination packets from colleges/departments should be submitted to the appropriate administrative unit to which the nominee reports, as outlined below.

- **Office of the Chancellor:**
Submit to Teresa Soto-Plutz – 2833 UH, MC 102 teresas@uic.edu.
- **Combined Academic Units reporting to the PVCAA and VCHA:**
Submit nomination forms electronically to the Award of Merit Provost/VCAA and VCHA nominations listserv: aompvcaavcha@uic.edu. Contact Lillie Adams, lillie@uic.edu with questions.
 - Office of the Provost and Vice Chancellor for Academic Affairs (PVCAA)
 - Office of the Vice Chancellor for Health Affairs (VCHA)
- **UI Health:**
Submit to Hospital Administration - 1400 UIH, MC 693. Contact Cathy Lovely, lovelycm@uic.edu.
- **Office of the Vice Chancellor for Administrative Services:**
Submit to La Donna Hudson - 100 PPB, MC 270 ldhudson@uic.edu.
- **Office of the Vice Chancellor for Advancement:**
Submit to Kelly Soltys – 2521 UH, MC 002, ksoltys@uic.edu.
- **Office of the Vice Chancellor for Public and Government Affairs:**
Submit to Judith Meza Vázquez – 1301 UH, MC 288 jmeza@uic.edu.
- **Office of the Vice Chancellor for Research:**
Submit to Jennifer Rowan – 310 AOB, MC 672 jrowan@uic.edu.
- **Office of the Vice Chancellor for Student Affairs:**
Submit to Tenisha Burnett– 3010 SSB, MC 600, tenisha@uic.edu.
- **University of Illinois System (Chicago-based units):**
Submit to the Office of the Assistant Vice President - 809 MAB, 6th floor, MC 078.
Contact Bernadette Rossmoore, rossmoor@uillinois.edu.

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 (“two letters” may include letter from Nominator). Letters must address Award of Merit *recipient criteria* discussed on page one.
- c. **Important Note:** *Scanned nomination forms and letters must be clear, legible, and vertically straight. If not, the original nomination documents may be requested.*

✓ **Date for Nominators:**

- a. **Deadline for Submission to DDDH:** Friday, May 18, 2018
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 15, 2018 Nomination packets must be submitted for approval to the **Nominee’s respective** unit Award of Merit contact, by this date and time. *See list of unit offices and contacts 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 20, 2018 Final and complete unit nomination packets must be submitted for final approval to UIC Human Resources Special Programs at the below address.
See unit allocation breakdown on page two.

Unit Contacts - Submit final and complete nomination packets to:

UIC Human Resources, Special Programs
Rebecca Fortier, MC 897
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 2018 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/ or contact Rebecca Fortier in UIC Human Resources at rfortier@uillinois.edu or 312-413-2960.



2018 UIC AWARD OF MERIT

Nomination Form

To use the fillable form, **INTERNET EXPLORER** must be used as your internet browser - https://www.hr.uic.edu/2018AOM_NominationFormCriteriaInstructions.

Nominee Information

Nominee Name: _____

Nominee UIN: _____

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: _____

For UIC Human Resources Use Only

Employment Group _____

Service Year Date _____

HR Approval _____

2018 UIC AWARD OF MERIT

Nomination Form



Nominee Name: _____

Please Note:

Names and contact information below should be that of the **Nominee's home department and unit**. Signatures should be obtained as the nomination packet proceeds through the levels of the nomination process.

To provide an "Electronic" signature, while using the **INTERNET EXPLORER** browser, click on the red flag at the appropriate signature line. Follow the prompts to "sign" and save your completed and signed document. If unsure, choose "Create new digital ID" to begin.



_____ Nominator	(please print)	_____ Email	
_____ Signature of Nominator	_____ Date	_____ Department/Unit Name	_____ M/C



_____ Director/Department Head	(please print)	_____ Email	
_____ Signature of Director/Dept Head	_____ Date	_____ Department/Unit Name	_____ M/C



_____ Dean, <i>if applicable</i>	(please print)	_____ Email	
_____ Signature of Dean	_____ Date	_____ College/Dept Name	_____ M/C



_____ Chancellor/Vice Chancellor/Unit Leader	(please print)	_____ Email	
_____ Signature of Chancellor/Vice Chancellor/Unit Leader		_____ Unit Name	_____ M/C



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