

# 2019 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 2019, **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 **2019 Employee Recognition Award Ceremony and Reception** which will be held on Tuesday, November 19, 2019 at the UIC Isadore and Sadie Dorin 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 2019 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 more than one 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

## 2019 Unit Award Allocation

- Combined Chancellor Units: **2 recipients**
  - Office of the Chancellor
  - Vice Chancellor for Advancement
  - Vice Chancellor for Innovation
  - Vice Chancellor for Public and Government Affairs
- Combined Academic and Administrative Units: **13 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 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.

- **Combined Units reporting to the Office of the Chancellor:**  
Submit to Teresa Soto-Plutz – 2833 UH, MC 102, [teresas@uic.edu](mailto:teresas@uic.edu).
  - Office of the Chancellor
  - Office of the Vice Chancellor for Advancement
  - Office of the Vice Chancellor for Innovation
  - Office of the Vice Chancellor for Public and Government Affairs
- **Combined Academic Units reporting to the Offices of the Provost and Vice Chancellor for Health Affairs:**  
Submit AOM Nomination forms electronically to the following Award of Merit Provost and Vice Chancellor for Health Affairs listserv: [aompvcaavcha@uic.edu](mailto:aompvcaavcha@uic.edu).  
Contact Lillie Adams, [lillie@uic.edu](mailto:lillie@uic.edu) with questions.
  - Office of the Provost and Vice Chancellor for Academic Affairs
  - Office of the Vice Chancellor for Health Affairs
- **UI Health:**  
Submit to Cathy Lovely – 1400 UIH, MC 693, [lovelycm@uic.edu](mailto:lovelycm@uic.edu).
- **Office of the Vice Chancellor for Administrative Services:**  
Submit to La Donna Hudson – 100 PPB, MC 270, [ldhudson@uic.edu](mailto:ldhudson@uic.edu).
- **Office of the Vice Chancellor for Research:**  
Submit to Jennifer Rowan – 310 AOB, MC 672, [jrowan@uic.edu](mailto:jrowan@uic.edu).
- **Office of the Vice Chancellor for Student Affairs:**  
Submit to Tenisha Burnett – 3010 SSB, MC 600, [tenisha@uic.edu](mailto:tenisha@uic.edu).
- **University of Illinois System (Chicago-based units):**  
Submit to the Office of the Assistant Vice President – 809 MAB, 6<sup>th</sup> floor, MC 078.  
Contact Bernadette Rossmoore, [rossmoor@uillinois.edu](mailto:rossmoor@uillinois.edu) with questions.

## 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 31, 2019  
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 28, 2019  
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 26, 2019  
Final and complete unit nomination packets must be submitted by unit contacts for final approval to UIC Human Resources Special Programs at the below mailing address.

**UIC Human Resources, Special Programs  
715 S. Wood Street, Suite 201 (MC 897)**

UIC Human Resources verifies eligibility of final unit nominees, then submits the list of final nominees to Chancellor Michael Amiridis for final approval. In September, the Chancellor will notify those employees who have been selected to receive the 2019 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 UIC Human Resources at 312-996-5548.

**2019 UIC AWARD OF MERIT  
Nomination Form**



To use the fillable form, *INTERNET EXPLORER* must be used as your browser.

**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: \_\_\_\_\_

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**For Office Use Only**

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

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

Employment Group \_\_\_\_\_

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

# 2019 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. "Electronic" signatures are acceptable.*

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\_\_\_\_\_  
Nominator (please print) Email

\_\_\_\_\_  
Signature of Nominator Date Department/Unit Name M/C

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\_\_\_\_\_  
Director/Department Head (please print) Email

\_\_\_\_\_  
Signature of Director/Dept Head Date Department/Unit Name M/C

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\_\_\_\_\_  
Dean, if applicable (please print) Email

\_\_\_\_\_  
Signature of Dean Date College/Dept Name M/C

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\_\_\_\_\_  
Chancellor/Vice Chancellor/Unit Leader (please print) Email

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Signature of Chancellor/Vice Chancellor/Unit Leader Unit Name M/C

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For questions, please contact UIC Human Resources, Special Programs at 312-996-5548.