2014 UIC AWARD OF MERIT
Nomination Packet

The UIC Award of Merit was established to provide a mechanism for the campus leadership to recognize, appreciate and honor its outstanding Civil Service and Academic Professional employees. Employees from units which report to University Administration are also eligible if they are based in Chicago. In 2014, 30 awards will be given. Recipients will receive a UIC Award of Merit memento and a $2,500 monetary award.

2014 Employee Recognition Award Ceremony & Reception
Tuesday, November 4, 2014
UIC Forum

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.
3. **Nominee Citation**... A citation must be included with the letters of support and nomination form. Citations (or an edited version) will be published in the Employee Recognition Award Program booklet. A brief excerpt from the citation will be read during the ceremony. Citations should describe the employee and the merits for which they are being recognized. See the **Citation Example** page for format suggestions.
   **Important: Citations should be brief and a maximum of 100 words.**
4. **Deadline for Submission to DDDH**... Wednesday, July 2, 2014 - 4:00 p.m.
   a. Completed forms (including all email addresses) and accompanying above documents must be submitted to the Nominee’s respective Department, Dean, or Director by this date and time.
5. **Deadline for Submission to C/VC/Unit Administrator**... Monday, July 14, 2014
   Nomination packets must be submitted to the Nominee’s respective unit leader by this date.

For further details about Award of Merit criteria, eligibility, and nomination timelines, please see the **2014 Eligibility & Nomination Process** document or visit the UIC Human Resources/Employee Recognition site at [https://www.hr.uic.edu/employee_recognition/](https://www.hr.uic.edu/employee_recognition/).
## 2014 UIC AWARD OF MERIT
Nomination Packet

### Nominee Information

<table>
<thead>
<tr>
<th>Nominee Name:</th>
<th>____________________________________________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Department:</td>
<td>____________________________________________________________________________ M/C: ________</td>
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<tr>
<td>Campus Phone Extension:</td>
<td>____________ Email:</td>
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</tbody>
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### Nominator Information

<table>
<thead>
<tr>
<th>Nominated by:</th>
<th>____________________________________________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
<td>____________________________________________________________________________</td>
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<tr>
<td>Department:</td>
<td>____________________________________________________________________________ M/C: ________</td>
</tr>
<tr>
<td>Campus Phone Extension:</td>
<td>____________ Email:</td>
</tr>
<tr>
<td>Nominee’s supervisor has been contacted for comments:</td>
<td>______ YES ______ NO</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>____________________________________________________________________________</td>
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<tr>
<td>Department:</td>
<td>____________________________________________________________________________ M/C: ________</td>
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<tr>
<td>Campus Phone Extension:</td>
<td>____________ Email:</td>
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</tbody>
</table>
Nominee Name: ____________________________________________________________

1. __________________________________________________________ Email: ____________________________
   Nominator (please print)________________________________________________________________________
   ___________________________ ___________________________ M/C ______
   Signature of Nominator Date Department/Unit Name

2. __________________________________________________________ Email: ____________________________
   Department/Unit Head (please print)________________________________________________________________________
   ___________________________ ___________________________ M/C ______
   Signature of Department/Unit Head Date Department/Unit Name

3. __________________________________________________________ Email: ____________________________
   Dean, if applicable (please print)________________________________________________________________________
   ___________________________ MC ______
   Signature of Dean Date Department/Unit Name

4. __________________________________________________________ Email: ____________________________
   (Vice) Chancellor/AVP (please print)________________________________________________________________________
   ___________________________ MC ______
   Signature of (Vice) Chancellor/AVP Date Department/Unit Name

For questions, please contact Rebecca Fortier in UIC Human Resources/Special Programs at rfortier@uillinois.edu or 312.413.2960.