

**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/).

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**Nominee Information**

Nominee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_ M/C: \_\_\_\_\_

Campus Phone Extension: \_\_\_\_\_ Email: \_\_\_\_\_

**Nominator Information**

Nominated by: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_ M/C: \_\_\_\_\_

Campus Phone Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee's supervisor has been contacted for comments:  YES  NO

Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_ M/C: \_\_\_\_\_

Campus Phone Extension: \_\_\_\_\_ Email: \_\_\_\_\_

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**Nominee Name:** \_\_\_\_\_

1. \_\_\_\_\_ **Email:** \_\_\_\_\_

Nominator (please print)

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

2. \_\_\_\_\_ **Email:** \_\_\_\_\_

Department/Unit Head (please print)

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

3. \_\_\_\_\_ **Email:** \_\_\_\_\_

Dean, if applicable (please print)

\_\_\_\_\_  
Signature of Dean                      Date                      Department/Unit Name                      MC \_\_\_\_\_

4. \_\_\_\_\_ **Email:** \_\_\_\_\_

(Vice) Chancellor/AVP (please print)

\_\_\_\_\_  
Signature of (Vice) Chancellor/AVP                      Date                      Department/Unit Name                      MC \_\_\_\_\_

For questions, please contact Rebecca Fortier in UIC Human Resources/Special Programs at [rfortier@uillinois.edu](mailto:rfortier@uillinois.edu) or 312.413.2960.