

2014 UIC AWARD OF MERIT
Eligibility & Nomination Process

The nomination period for the 2014 UIC Award of Merit begins Wednesday, May 28, 2014. The UIC Award of Merit will be awarded to 30 recipients at the **Employee Recognition Award Ceremony on Tuesday, November 4, 2014 at the UIC Forum.**

Eligibility Criteria

1. UIC employees, including Chicago-based University Administration employees
2. Civil Service, Academic Professional and Faculty employees who are employed at least 50% time or more, with at least three complete years of service.
3. Service eligibility must meet service recognition guidelines outlined on the UIC Human Resources website under Service Recognition Policy 701.

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

Unit Award Allocation

Awards of Merit are allocated based on the number of full-time employees in each unit.

- Chancellor/VC Development/
Public & Gov Rel/VC Research/UIC HR 1
- VCAA & Provost 12
- UI Hospital 10
- VC Student Affairs 2
- VC Administration 4
- University Administration 1

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 stated above.
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 Sample* page for format suggestions.

****Important: Citations should be brief and a maximum of 100 words.**

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Eligibility & Nomination Process (continued)

Nomination Process Schedule

- May 28 – July 2 Nomination forms and award criteria are available on the 2014 Employee Recognition website at https://www.hr.uic.edu/employee_recognition/
- Wednesday, July 2 Complete Nomination Packets must be submitted to the respective Dean, Director or Department Head for review by 4:00 p.m.
- Monday, July 14 Complete Nomination Packets must be submitted to the employee's respective Chancellor, Vice Chancellor, or University Administrator from the Dean, Director, or Department Head by 4:00 p.m.
- Employee Nominations from departments which report to the Office of the Chancellor should be submitted to the Paula Allen-Meares, Chancellor, MC 102
 - Employee Nominations from departments which report to the Office of Public and Government Relations should be submitted to Michael Redding, Executive Associate Chancellor of External and Governmental Relations, MC 288
 - Employee Nominations from departments which report to the Office of the Vice Chancellor for Research should be submitted to Mitra Dutta, Vice Chancellor for Research, MC 672
 - Employee Nominations from departments which report to the Office of the Vice Chancellor for Academic Affairs & Provost should be submitted to Lon Kaufman, Vice Chancellor for Academic Affairs and Provost, MC 105
 - Employee Nominations from departments which report to UI Hospital & Health Sciences System should be submitted to Bryan Becker, Assistant Vice President for Hospital Operations, MC 693
 - Employee Nominations from departments which report to the Office of the Vice Chancellor for Student Affairs should be submitted to Barbara Henley, Vice Chancellor for Student Affairs, MC 600
 - Employee Nominations from departments which report to the Office of the Vice Chancellor for Development should be submitted to Jeff Nearhoff, Vice Chancellor for Development, MC 102
 - Employee Nominations from departments which report to the Office of the Assistant Vice President for UIC Human Resources should be submitted to Robert A. Crouch, Assistant Vice President for UIC Human Resources, MC 890

- Employee Nominations from departments which report to the Office of Vice Chancellor for Administrative Services should be submitted to Mark Donovan, Vice Chancellor for Administrative Services, MC 270
- Chicago-based employees from units which report to University Administration should be submitted to Heather Haberaecker, Executive Assistant Vice President for Business and Finance, MC 078

July 14 – Aug 6	Units are to determine their final Award of Merit nominations, according to the unit's allocated number of awards. Note that the Chancellor/VCD /PGR/VCR/UIC HR group and Chicago-based University Administration each are allocated one award to represent their unit grouping.
Wednesday, Aug 6	The Chancellor, Vice Chancellors and University Administrators submit complete nomination packets of final award recipients by 4:00pm to: UIC Human Resources/ Special Programs Rebecca Fortier, MC 897
Thursday, Aug 7	UIC Human Resources/Special Programs reviews nomination files and verifies eligibility of final nominees.
Monday, Aug 11	UIC Human Resources/Special Programs submits nominees to Chancellor Paula Allen-Meares for final approval.
Week of Sept 1	The Chancellor notifies those who have been selected to receive the 2014 UIC Award of Merit via campus mail. Corresponding communication is sent electronically to the Nominator, Department Head, Dean, and Unit Leader.

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