

UIC POLICIES AND PROCEDURES

		NUMBER
		704
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	1 of 3
SUBJECT	EFFECTIVE	REVISED
UIC Award of Merit Program	04/01/1997	2/18/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To communicate the annual recognition award program and to identify eligibility criteria for the UIC Award of Merit Program which honors the outstanding service of UIC Civil Service and Academic Professional employees.

SOURCES AND BACKGROUND

UIC Human Resources

APPLICABILITY

Eligible nominees must be permanent Civil Service or salaried Academic Professional employees at UIC (including UIC regional campus locations and University Administration employees based in Chicago). 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 May 1 of the nomination year.

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.

Previous winners of the CAPE and INSPIRE Awards may be nominated for the Award of Merit, provided that a minimum of five years has elapsed between the last time receiving the CAPE Award or INSPIRE Award and the Award of Merit nomination.

An employee may not receive more than one of the following awards in the same Employee Recognition season: Award of Merit, CAPE Award and INSPIRE Award.

Academic Professional employees with an academic rank (faculty title) are not eligible for the Award of Merit.

Any employee with disciplinary action on their University employment record within the last five years or who are on a terminal contract are not eligible for the Award of Merit. Information will be verified by the nominee's unit.

POLICY

The Award of Merit provides a mechanism for UIC to acknowledge, honor and reward outstanding UIC employees who demonstrate the following criteria: overall excellence in work performance through a

UIC POLICIES AND PROCEDURES

		NUMBER
		704
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	2 of 3
SUBJECT	EFFECTIVE	REVISED
UIC Award of Merit Program	04/01/1997	2/18/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

consistently responsive service orientation, creativity in problem solving, initiative, commitment to individual development, leadership, teamwork, enhancing the work environment, and sensitivity to diversity and affirmative action accomplishments. Award of Merit recipients are honored at the annual Employee Recognition Award Ceremony held each year in November during Employee Recognition Month.

AWARD OF MERIT TIMELINE

Specific dates are dependent on each calendar year.

- Early May - Nomination Season begins; nomination forms, requirements, and deadlines are communicated to the Campus community.
- Late June – Nomination Season ends; all complete nomination packets are due to the nominee’s respective Dean, Director, or Department Head for review and final selection.
- Mid-July – The offices of the respective Dean, Director, or Department Head determine and submit all final selections to the respective unit leader: Chancellor, Vice Chancellor, or University Administrator.
- Early August – The offices of the respective unit leaders determine and submit final nominations to UIC Human Resources, Special Programs.
- Early August – UIC Human Resources prepares final nominations and sends to Chancellor for final approval.
- Mid-August – Congratulatory communications are sent to approved recipients from the Chancellor.
- November – Recipients are honored at annual Employee Recognition Ceremony.

AWARD CRITERIA

Nominees for the UIC Award of Merit are reviewed in terms of their contributions and professional performance to UIC, using the following guidelines.

- Overall excellence in all aspects of work performance
- Consistent delivery of user responsive service
- Creativity in problem solving and initiative
- Commitment to individual development and fostering growth
- Promotion of morale by leadership, teamwork, and enhancing work environment
- Sensitivity to diversity and affirmative action accomplishments

UIC POLICIES AND PROCEDURES

		NUMBER
		704
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	3 of 3
SUBJECT		EFFECTIVE
UIC Award of Merit Program		04/01/1997
		REVISED
		2/18/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PROCEDURES

RESPONSIBILITY

1. UIC Human Resources, Business Services/Special Programs
2. Nominator
3. Dean or Department Head
4. Unit Head – Chancellor/Vice Chancellor/Assistant Vice President
5. UIC Human Resources, Business Services/Special Programs
6. Chancellor

ACTION

- Issues nomination forms and details of eligibility requirements in May of each year.
- Assembles and submits nomination packet(s) to the appropriate Dean or Department Head of the Unit in which the nominee(s) is employed. Contacts nominee’s supervisor for comments, if appropriate.
- Reviews nominations and submits packet(s) to the Chancellor, Vice Chancellor or Assistant Vice President of the unit in which the nominee is employed. Ensures that nominee has no disciplinary action on their University employment record within the last five years.
- Review nominations, select finalists, and submit final nominations to UIC Human Resources, Business Services/Special Program.
- Reviews final nominations, ensures that nominees meet all service year and Award of Merit eligibility requirements. Submit final nomination packets to Chancellor for final review.
- Approves final award recipients and notifies them of the award.