

# UIC POLICIES AND PROCEDURES

		NUMBER
		705
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	1 of 3
SUBJECT	EFFECTIVE	REVISED
INSPIRE Award	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 INSPIRE Award which honors the outstanding service of UIC employees.

## SOURCES AND BACKGROUND

UIC Human Resources and INSPIRE Committee

## APPLICABILITY

All UIC employees are eligible to receive the INSPIRE Award. Eligible employees include but are not limited to: Civil Service, Academic Professional, faculty, lecturers, teacher assistants, research assistants, and student workers. Employees from UIC regional campus locations and University Administration employees based in Chicago are also eligible.

Previous winners may be nominated for subsequent INSPIRE Awards, provided that a minimum of five years has elapsed between the last award and the next nomination.

Previous winners of the Award of Merit and CAPE Award may be nominated for the INSPIRE Award, as long as a minimum of five years has elapsed between the last time receiving the Award of Merit and CAPE Award and the next INSPIRE Award nomination.

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

Any employee with disciplinary action on their University employment record within the last five years or who are on a terminal contract will not be eligible for the INSPIRE Award. Information will be verified by UIC Human Resources.

## POLICY

The INSPIRE Award provides a mechanism for UIC to acknowledge, honor and reward outstanding UIC employees who demonstrate *UIC's Core Values: Integrity, Nurture, Service, Pride, Intellect, Respect, and Excellence.*

When the INSPIRE Award final nominees are determined, the INSPIRE Committee selects one employee from this group to be the Luminary Award winner. The Luminary Award is presented to the INSPIRE recipient who represents the pinnacle of service to the campus and its constituents. The

# UIC POLICIES AND PROCEDURES

		NUMBER
		705
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	2 of 3
SUBJECT		REVISIED
INSPIRE Award		EFFECTIVE
		2/18/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

Luminary Award winner is not announced until the INSPIRE recipients are introduced at the Employee Recognition Award Ceremony in November.

## INSPIRE AWARD 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 INPSIRE Committee.
- July - INSPIRE Committee meets to determine final nominations
- Early August – Final nominations are sent to the Chancellor for final approval.
- Mid-August – Congratulatory communication is sent to approved recipients from the Chancellor.
- November – Recipients are honored at annual Employee Recognition Ceremony.

## AWARD CRITERIA

Nominees for the INSPIRE Award are awarded this honor based on their demonstration of UIC's core values.

- Integrity: Respecting the dignity and worth of everyone by maintaining the highest degree of ethical and moral conduct;
- Nurture: Supporting an environment that fosters individual and community growth;
- Service: Responding courteously to the needs of the people we serve and striving to exceed their expectations;
- Pride: Taking pride in ourselves and in the work we do;
- Intellect: Supporting the pursuit of lifelong learning;
- Respect: Treating every individual with respect as we would like to be treated ourselves. We are committed to diversity; and
- Excellence: Striving for excellence in all that we do. Recipients receive an INSPIRE Award memento at the annual Employee Recognition Award Ceremony held each November during Employee Recognition Month.

## PROCEDURES

### RESPONSIBILITY

1. INSPIRE Committee

### ACTION

Distributes nomination forms and eligibility guidelines to the UIC Campus.

# UIC POLICIES AND PROCEDURES

		NUMBER
		705
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	3 of 3
SUBJECT		REVISIED
INSPIRE Award		EFFECTIVE
		2/18/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

2. Nominator  
Submits nomination form and supporting documentation to the INSPIRE Committee.
3. INSPIRE Committee  
Reviews nominations and submits a list of finalists to UIC Human Resources, Business Services/Special Programs.
4. UIC Human Resources, Business Services/Special Programs  
Works with the HR representative from the nominee's unit and UIC Human Resources, HR Service Center/Records to ensure there is no disciplinary action on the nominee's University employment record within the last five years. Reviews final nominations, ensures that nominees meet all INSPIRE Award eligibility requirements. Submits nomination packets to Chancellor for final review.
5. Chancellor  
Approves final award recipients and notifies them of the award.