



It's nomination time for the

UMCES Staff Excellence Award



UMCES Staff Excellence Award

A Staff Council initiative, approved by the Administrative Council, this award represents an honor bestowed by the University of Maryland Center for Environmental Science (UMCES) for achievements of UMCES Exempt and Nonexempt Staff. The award is presented to an individual staff member who consistently demonstrates a high level of commitment and dedication to UMCES, has a positive impact on their work environment, is flexible and demonstrates cooperation and collaboration among their peers and supervisor, all while carrying out their job duties.

Award submissions will be reviewed by the UMCES Staff Council Award Committee. The Awards Committee may provide up to two top ranked candidates for the award. The UMCES Executive Council will make the final award selection.

The winner receives a \$500.00 stipend and a plaque of recognition. The award winner is announced annually in September.

Eligibility

- ❖ Any UMCES employee may nominate a Staff member, Staff members may also nominate themselves.
- ❖ Nominee must be a Staff employee of the UMCES community, including all Staff employees in Regular and Contingent II status.
- ❖ Nominee must have been employed at UMCES for at least three (3) consecutive years.
- ❖ Members of the Executive Council are not eligible.

For more information, please contact:

Melissa Holland

Email: mholland@umces.edu



Nomination Packet

A nomination packet must be generated for each nominee that includes the following documents, organized in the order listed:

1. **Nomination Cover Sheet** - a nomination cover sheet must be completed and signed. A blank cover sheet is attached and may be copied for each nominee. **Do not change the format of the cover sheet.**
2. **Nomination Letter** - a letter must accompany each nominee packet completed and signed. This letter is to give testimony of exemplary performance. Please limit it to two pages.
3. **Supervisor Letter**- a letter from the nominee's supervisor sponsoring the application and giving testimony of exemplary performance. This is a requirement even if the supervisor is the person nominating.
4. **Letters of Recommendation** – include at least one letter of recommendation that explains what makes this individual exceptional. Recommendations are welcomed from persons external, as well as, internal to the institution and should include information on how to contact the author. Printed emailed letters are acceptable. Please limit each recommendation to one page.
5. **Supporting Materials** - any additional materials (e.g., articles, awards, recognitions) that the nominee may feel reflects accomplishments that are **relevant to the award**, limited to 4-5 pages total.

Note: if the nominator and the supervisor are the same person, or if the supervisor is also writing the letter of recommendation, the committee should receive two separate letters that are not duplicates. This will contribute to the consistency, accuracy, and ease of review of the nomination packets.

Submission of Packages

Electronically submit a PDF copy of each nomination packet by July 11, 2025 to mholland@umces.edu. Please mark the subject line as "**UMCES Staff Excellence Award Nomination**." All applicants will receive an email confirmation acknowledging receipt of the package. Please limit the nomination packet to the requested relevant materials; more is not necessarily better.

Selection Process

The UMCES Staff Award Committee will review nomination packets and submit their recommendations to the UMCES Executive Council. Winners will be announced in September with a formal presentation of the award to recipients at the UMCES Staff Appreciation Day. Winners will also be recognized at UMCES Commencement the following May.

Questions

If you have questions concerning the UMCES Staff Excellence Award, please contact the representative from your unit or lab or you may direct questions to Melissa Holland, UMCES Staff Award Committee at mholland@umces.edu.



UMCES STAFF EXCELLENCE AWARD

NOMINATION COVER SHEET

Name of Nominee: _____

Years Employed at UMCES: _____ Years Employed in Position: _____

Laboratory or Unit: _____

Position Title: _____ Exempt _____ Nonexempt _____

E-Mail Address: _____ Work Phone: _____

One Electronic submission (PDF file) is required. Send to mholland@umces.edu

Nominator's Name (please print) Laboratory or Unit

Nominator's E-Mail Phone Number (work)

Nominator's Signature: _____

Please check this box if you would like the Staff Award committee to use this nomination for a future Board of Regents Staff Award nomination



Guidelines for rating the UMCES Staff Excellence Award

Name of the nominee: _____

Packet includes all required documentation: Yes ___ No ___

Nominee meets eligibility requirements: Yes _____ No _____

Evaluate nominees on demonstrated consistent high level commitment and dedication to UMCES, positive impact on their work environment, flexibility and cooperation and collaboration among their peers and supervisor while carrying out their job duties.

Rating scale

4. Evidence of exceptional performance providing numerous, detailed and relevant examples.
3. Evidence of strong performance providing several relevant examples with some detail.
2. Evidence of reasonable performance providing some relevant examples with minimal detail.
1. Evidence of minimal performance.
0. No evidence of good performance or irrelevant information.