

Outstanding Supervisor Award

Nominating Instructions

About: The Staff Council and Human Resource department in collaboration with the office of the President, Provost, and Chancellor, has created the Outstanding Supervisor Award. This award will recognize supervisors who actively provide leadership in creating work environments that facilitate work/life balance, professional development, and that supports the overall University core purpose and values.

Eligibility: Nominees must be employed as Staff or Faculty currently functioning in a supervisory role for Staff for at least one year at the time of nomination. Self-nominations are not permitted.

Awards: There will be two awards. Each awardee will receive a \$1000 award (minus applicable deductions) and a trophy during the awards ceremony on **Monday, October 16, 2017**.

Selection: The process for screening nominees and selecting awardees is as follows:

1. Nominations will be solicited from University of New Mexico faculty, staff and students and forwarded to the Staff Council Office.
2. The deadline for nominations is **5 p.m. on Thursday, August 31, 2017**. Nominations not adhering to guidelines and late nominations will not be accepted.
3. Using **specific** examples, the nomination must describe the outstanding contributions of the nominee and address the qualification criteria.
4. This award recognizes individuals. Multiple nominations for an individual are accepted, but each individual nomination must be unique and independent of other nominations. Departments may nominate a staff member with one nomination form, signed by the group. More than one person may be listed as a nominator.
5. A committee consisting of representatives from Staff Council, Human Resources, Office of the President, Provost's Office, Chancellor's Office, and the Rewards and Recognition Committee will review the nominations and select two Outstanding Supervisors.
6. The President of the University will make the final selections.
7. Please submit the nomination form to the Staff Council Office by **5 p.m. on Thursday, August 31, 2017**

- via:
- Email: scouncil@unm.edu
 - Mail: MSC02 1560

For questions, please contact the Staff Council Office.