Outstanding Supervisor Award Nominating Instructions

**About:** The Staff Council and Human Resources departments in collaboration with the Office of the President, Provost, and Chancellor, created the Outstanding Supervisor Award in 2015. This award recognizes supervisors who actively provide leadership in creating work environments that facilitate work/life balance, professional development, and who supports the overall University mission and values.

**Awards:** There will be two awards. Each awardee will receive a $1000 award (minus applicable deductions) and be recognized during the awards ceremony on Wednesday, October 16, 2019.

**Eligibility:**

- Nominees must be Staff or Faculty currently functioning in a supervisory role of Staff for at least one year at the time of nomination
- Nominees must have been a Staff or Faculty at the University for at least 2 years at the time of nomination

Self-nominations are not permitted.

**Selection Process:** Criteria for selection is listed on the nomination form. 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 Wednesday, August 30, 2019. 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 eligibility criteria.
4. Multiple nominations for an individual are accepted, but each nomination must be unique and independent of other nominations. Departments may nominate a staff member with one nomination form, signed by the group.
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.

**Deadline:** Nominations are due to the Staff Council Office by 5 p.m., Friday, August 30, 2019 via email: scouncil@unm.edu; or campus mail: MSC02 1560