

Gerald W. May

The Office of the President Outstanding Staff Recognition Award

Nominating Instructions

Instructions

In 1990, President Gerald W. May provided funds specifically for staff recognition and at the end of his tenure, a matching amount was made available from the Regent's Endowment Fund. These funds are used by the Staff Council to recognize outstanding staff members who have made significant contributions to the University.

Eligibility: Any permanent University of New Mexico employee, whose "primary" job is defined as staff, is at least .50 FTE and has completed the probationary period, shall be eligible for nomination. *Self-nominations are not permitted.*

Awards: There will be a minimum of three awards. Each awardee will receive a monetary award (minus applicable deductions) and a plaque during the awards ceremony on Wednesday, December 9, 2015.

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 Friday, October 28, 2016**. *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. The Staff Council Rewards & Recognition Committee will conduct the screening process and make recommendations, with approval of the Staff Council Executive Committee, to the President of the University.
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 Friday, October 28, 2015**

via:

- Email: scouncil@unm.edu
- Fax: 505-277-1313
- Mail: MSC02 1560

For questions, please contact the Staff Council Office.