

Nomination Form

Please submit this nomination form, along with letters of support, to your division's awards committee chairperson. Letters of recommendation may be submitted and are encouraged in support of the nomination. Self-nominations are not accepted. Criteria for this program are listed on the reverse side of this form.
Nomination deadline: October 30, 2009.

Today's date: _____

Nominee's name (first mi. last): _____

Nominee's UF ID #: _____

Award category: _____

Nominee's department: _____ Position: _____

Nominee's work address: _____

Nominee's supervisor (if known): _____

Your name: _____ Work phone: _____

Work address: _____

Your signature: _____ E-mail address: _____

Yes **No** Was the nominee employed on at least a 75-percent or 3/4 work-time basis throughout the academic year under consideration?

Below please list the nominee's accomplishments during the past academic year (August 1, 2008 – July 31, 2009). Be sure to make special note of those actions by the nominee that contributed to the overall goals of the department in which he or she is employed. Feel free to use additional sheets or a separate letter as needed.

SUPERVISOR'S RECOMMENDATION: (NOTE: If nominee's supervisor is unknown, please leave this section blank.)

The employee referenced above has been nominated for the Superior Accomplishment Award in the noted award category. As the immediate supervisor of the employee nominated, your recommendation concerning this nomination is requested. If applied, your signature represents a positive recommendation. If you wish to provide additional information, you may do so on a separate sheet.

Name: _____ Today's date: _____

Signature: _____ Department: _____

Work phone: _____ E-mail address: _____

CRITERIA FOR SELECTION

These criteria shall be used at both the divisional and university levels:

1. Eligibility

All Academic Personnel, TEAMS employees, and USPS staff members except those at the department chair or director level and above. If an employee receives a divisional or University Superior Accomplishment Award, he or she will not be eligible for another divisional or University award in the same category until one year has passed.

2. Length of Service/Full-Time Equivalency (FTE)

All nominees must have been appointed on a minimum 75 percent or 3/4 work-time basis as a University of Florida hourly/salaried employee (including UFF) for the full academic year under consideration. For Academic Personnel, the full-year employment period is two academic semesters during the academic year under consideration.

3. Performance

Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee shall consider the following criteria:

- A. Excellence in overall job performance
- B. Outstanding service to students, staff, faculty, visitors, and University clientele
- C. Willingness to assist beyond normal expectations
- D. Dedication to the job and the University
- E. Consistent cooperation and helpfulness
- F. Initiative and/or creativity in performing assigned duties

Division Chairs

Division 1

All departments, divisions, and units under the Office of the President, the Office of the Senior Vice President for Administration, the Vice President of Human Resource Services, the Office of Research and Graduate Programs, the Office of the General Counsel, the Office of Public Relations, and all UF departments, divisions, and units under the Vice President for Development and Alumni Affairs (UFF).
Ms. Melissa Orth, 249 Tigert Hall, Box 113157, 2-4574, Fax 6-3124, maorth@ufl.edu

Division 3

All schools, colleges, departments, and units under the Office of the Provost and Senior Vice President for Academic Affairs.
Ms. Susan Ciccarone, 429 Yon Hall, Box 112020, 846-1138, Fax 392-5420, susancic@ufl.edu

Division 4

All schools, departments, and units under the Senior Vice President for Agriculture and Natural Resources (IFAS).
Mr. Joel Mcquagge, Bldg 459 Shealy Drive, Box 110910, 392-6363, Fax 392-7652, mcquagge@ufl.edu

Division 5

All colleges, departments, and units under the Senior Vice President for Health Affairs (Health Science Center to include Vet Med).
Ms. Colette Cimino, 1600 SW Archer Rd Rm D4-6, Box 100405, 273-5802, Fax 392-3070, ccimino@dental.ufl.edu

Division 6 All departments and units under the Vice President for Student Affairs.
Ms. Myra Morgan, 155 Tigert Hall, Box 113250, 2-1265 x401, Fax 2-7301, myram@ufl.edu

Division 7 All departments, divisions, and units under the Vice President for Business Affairs (formerly Finance and Administration).
Mr. Tom Cassarly, 2008 NE Waldo Rd Rm 118, Box 113359, 273-1381, Fax 2-1285, tcassar@ufl.edu

Committee Coordinator

Mr. Kevin L. Clarke

Employee Relations, Human Resource Services

McCarty Hall Room 2038, PO Box 110281

392-4777, fax 392-3226, kevin-clarke@ufl.edu

The Superior Accomplishment Awards Program is coordinated by Human Resource Services.

Visit our web site at www.hr.ufl.edu/awards/saa/default.asp

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