



UNCC CHARLOTTE

The University of North Carolina at Charlotte

STAFF EMPLOYEE OF THE YEAR



NOMINATION FORM

Category

FLSA Exempt

FLSA Subject

Name of Nominee _____

Job Title _____

Department or Office _____

Division _____

Immediate Supervisor _____

Nominated by _____
Typed Name and Signature Date

Reviewed by
Department Head _____
Typed Name and Signature Date

Reviewed by
Vice Chancellor _____
Typed Name and Signature Date

Received by
Selection Committee _____
Typed Name and Signature Date

Nomination Rules

The Employee of the Year Selection Committee will not consider any nomination not in compliance with the following rules:

- All information on the nomination form must be complete.
- Complete the “Written Recommendation” portion. (Hard copy or on-line http://www.uncc.edu/humanres_is form). One additional page may be attached for a total of two pages.
- In addition to the nomination form, **no more than three accompanying letters of recommendation** may be included. You are encouraged to solicit letters of recommendation for your nominee.
- Submit completed nomination form to **department head** of nominated staff member for their review and signature.
- Only one nomination for an employee.

Qualifying Employee

Nominees must be permanent staff (SPA or EPA) employee who has completed two or more years of continuous service with the University. Employees will be selected on the basis of any one or more of the following: devotion to duty, innovation, service, safety/heroism, human relations, and other achievements. Using the criteria below please be specific in identifying **outstanding** service, accomplishments, and contributions made by the nominated staff member.

Devotion to Duty: Through unselfish devotion to duty, far and above normal requirements, have contributed significant service to the University community.

Innovation: Have initiated and successfully established new and outstanding methods, practices, plans, or designs having fundamental values.

Public Service: Have made outstanding contributions to the public service.

Safety/Heroism: Have demonstrated outstanding judgement, courage, or ability in an emergency; meritorious action or service to prevent injury, loss of life, or prevent damage to or loss of property.

Human Relations: Have made outstanding contributions to the field of human relations, employee-management relations, or any allied field.

Other Achievements: For services that deserve recognition.

WRITTEN RECOMMENDATION

DEPARTMENT HEAD COMMENTS

(Signature)

VICE CHANCELLOR COMMENTS

(Signature)