



Foundational Champion Award Nomination Form

Overview:

The Foundational Champion Award acknowledges staff members who have consistently demonstrated exemplary dedication, commitment, and contributions to the University of North Texas community. This award aims to acknowledge those individuals who may not always receive the spotlight or recognition but play a crucial role in the success of the university. Up to 4 recipients may receive a one-time payment of \$1,000 and a commemorative engraved gift, which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month.

Eligibility for Nominees:

- The staff member must be in a UNT retirement-eligible staff position for at least 12 consecutive months.
- The staff member must hold a position lower than the level of Director.
- The staff member may not have received any formal disciplinary action or performance improvement plan within the twelve months prior to the nomination date.
- The staff member may not have received any staff award within the previous three years.
- The staff member must be an active employee through April 2025 to be an eligible recipient.

Process for Nomination and Selection:

- Nomination may be made by any UNT employee or student.
- Complete the fillable form, giving specific examples of how the staff member has met or exceeded the criteria, and keeping within the allotted word allowance. Additional attachments will not be accepted.
- Submit the completed document electronically or print and deliver to Human Resources, Support and Services Building, 116H.
- Human Resources will verify eligibility for all nominations.
- All nominations will be reviewed by the Staff Awards and Recognition Committee and the top recommendations will be submitted to the Office of the President.
- The final recipient(s) will be selected by the Office of the President.

If you have questions regarding the nomination process, please contact **Human Resources** at Ashley.Reyes@untsystem.edu or 940-565-4363.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

STEP TWO: In 500 words or less, use bullet points to give specific examples of how the nominee has met the following criteria:

- Makes significant contributions to the university through their daily work and responsibilities, which are crucial yet go unnoticed.
- Exemplifies unwavering dedication to their job and a commitment to enhancing the university at every level. Their passion and enthusiasm for their work should be evident in their interactions and initiatives.
- Displays humility and modesty in their contributions, despite the impact they have on the university community.
- Identifies challenges and implements creative and effective solutions that have positively impacted their department or the university without fanfare or public recognition.

To submit nomination form:

- Step 1: Complete all the form fields
- Step 2: Download and save the form
- Step 3: Create an email to Human Resources at Ashley.Reyes@untsystem.edu with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email