



# Rising Star Award Nomination Form

## Overview:

The UNT Rising Star Award acknowledges staff members who demonstrate a passion for their work, the institution, and the UNT tradition. The recipient shows promise in their field and is making a large impact on the UNT community in the short time that they have been a part of the UNT staff. Up to two recipients may receive engraved and monetary award, 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 six consecutive months, but no more than two years.
- The staff member must hold a position lower than the level of Associate/Assistant Vice President.
- 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 the award within the previous three years.

## 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 and forward the nomination to the appropriate supervisor, department head/Dean, Vice President or President, where applicable.
- Once the required approvals are obtained, the nomination will be reviewed by the Staff Awards and Recognition Committee and the top recommendations will be submitted to the President's Cabinet.
- The final recipient(s) will be selected by the President.

If you have questions regarding the nomination process, please contact **Human Resources** at [Ashley.Reyes@untsystem.edu](mailto: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<br>(if known) | Department | Job Title | Affiliation to<br>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:**

- Exhibits initiative and a caring nature when interacting with campus and external community members.
- Enhances the internal/external customer service experience and consistently exceeds performance expectations.
- Identifies and informs leadership about process improvement opportunities to increase efficiency.
- Acts as a resource for colleagues.
- Changes physical and/or attitudinal barriers beyond the scope of their job.

**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](mailto:Ashley.Reyes@untsystem.edu) with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email

**For Administrative Use Only**

**1. Human Resources**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

☐ APPROVED - NOMINEE MEETS ALL ELIGIBILITY

☐ DENIED - NOMINEE DOES NOT MEET FOLLOWING ELIGIBILITY:

- ☐ Has been in a retirement-eligible staff position for less than six months or more than two years
- ☐ Holds a position at or above the level of Associate/Assistant Vice President
- ☐ Has received the UNT Rising Star Award within the past three years
- ☐ Has received formal disciplinary action or performance improvement plan within the twelve months of nomination date

**2. Direct Supervisor**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

☐ APPROVED ☐ DENIED – REASON: \_\_\_\_\_

**3. Department Head / Dean**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

☐ APPROVED ☐ DENIED – REASON: \_\_\_\_\_

**4. VP Coordinator**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

☐ APPROVED ☐ DENIED - REASON: \_\_\_\_\_

**5. Staff Awards and Recognition Committee**

Date: \_\_\_\_\_

☐ RECOMMENDED

☐ DENIED - REASON: \_\_\_\_\_

**6. President:** ☐ SELECTED

Signature \_\_\_\_\_

Date: \_\_\_\_\_