



# Teamwork Award Nomination Form

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## **Overview:**

The Teamwork Award recognizes cross-divisional staff work groups who collaborate outside their traditional reporting unit to meet institutional goals or needs. Teams may consist of up to 15 members, and up to three teams may receive eight-hours of paid administrative leave, which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month. The paid leave awarded must be used by the recipient within twelve (12) months of receiving the award hours and are not eligible for payment upon separation with the University.

## **Eligibility for Nominees:**

- The staff members must be in a UNT retirement-eligible staff position for at least six consecutive months.
- The staff members must hold a position lower than the level of Associate/Assistant Vice President.
- The staff members may not have received any formal disciplinary action or performance improvement plan within the twelve months prior to the nomination date.
- The staff members 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 team members have 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 TWO: In 500 words or less, use bullet points to give specific examples of how the team has met the following criteria:**

- Collaborates with colleagues outside of their immediate department to meet the needs of the UNT community.
- Produces results that increase productivity and efficiency, boost morale, improve customer service, support retention, or other notable accomplishments in alignment with UNT's strategic goals.
- Provides outstanding and ongoing excellence in service to faculty, staff, students, community, and/or other customers.

**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 – TEAM AND NOMINEES MEET ALL ELIGIBILITY

DENIED – TEAM AND NOMINEES DO NOT MEET FOLLOWING ELIGIBILITY:

- Has not been in a retirement-eligible staff position for six consecutive months
- Holds a position at or above the level of Associate/Assistant Vice President
- Has received the Teamwork 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: \_\_\_\_\_