

Creating UNiTy Award Nomination Form

Overview:

The Creating UNiTy Award acknowledges the significant achievements of staff members who take positive steps to create a culture and climate of respect and inclusion, who value differences and find innovative ways to improve opportunities for the diverse communities we serve. Individuals whose primary role is the promotion of equity and diversity are eligible for nomination of this award when they have demonstrated achievements above and beyond work expectations for their job. Up to three recipients may receive an 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.
- 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, 116.
- 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 10 recommendations will be submitted to the President.
- The final recipient(s) will be selected by the President.

If you have questions regarding the nomination process, please contact **Human Resources** at Anh.LePalomino@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: Give specific examples of how the nominee has met the following criteria:

- Is an advocate for those in crisis, those who are physically and/or mentally disabled, or are part of underrepresented groups to include: race, national or ethnic origin, religion, sex, sexual orientation, gender identity/expression, age, disability, ancestry, citizenship, veteran status, socioeconomic status, and more.
- Shows a commitment to accepting differences, improving harmony and opening dialogue to improve relations between people of diverse communities.
- Expands knowledge of other cultures and experiences to others and/or opens doors to underrepresented groups.
- Develops innovative methods for increasing and valuing diversity both in the populations we serve and/or in specific activities on campus.
- Actively promotes an environment free from bias or discrimination by demonstrating compassion and a spirit of unity.
- Organizes events, training, education, outreach, leadership, and/or program opportunities that facilitate respect and inclusiveness and inspire others to support each other. **(500 word limit)**

Submit to HR

For Administrative Use Only

1. Human Resources

Signature _____

Printed Name _____

Date: _____

APPROVED - NOMINEE MEETS ALL ELIGIBILITY

DENIED - NOMINEE DOES 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 Creating UNIty Award within the past three years
- Has received formal disciplinary action or performance improvement plan within twelve months of nomination date

2. VP for Institutional Equity and Diversity

Signature _____

Printed Name _____

Date: _____

APPROVED DENIED - REASON: _____

3. Direct Supervisor

Signature _____

Printed Name _____

Date: _____

APPROVED DENIED - REASON: _____

4. Department Head / Dean

Signature _____

Printed Name _____

Date: _____

APPROVED DENIED - REASON: _____

5. VP Coordinator

Signature _____

Printed Name _____

Date: _____

APPROVED DENIED - REASON: _____

6. Staff Awards and Recognition Committee

Date: _____

RECOMMENDED

DENIED - REASON: _____

7. President: SELECTED

Signature _____

Date: _____