

Rising Star Award Nomination Form

Overview:

The UNT Staff Rising Star Award acknowledges staff members who demonstrate a passion for his/her work, the institution, and the UNT tradition. The recipient shows promise in his/her field and is making a large impact on the UNT community in the short time that he/she has been a part of the UNT staff. One recipient 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, 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, 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 5 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:

- Demonstrates leadership and provides guidance in interacting with the public, staff, faculty, and students above and beyond the expectations of his/her role.
- Has contributed above and beyond the call of duty to the development, implementation, and fostering of advances in departmental operations, creative services, and/or successful programs.
- Goes above and beyond expectations by enhancing the internal/ external customer service experience through creative problem-solving.
- Changes physical and/or attitudinal barriers beyond the scope of his/her job.
- Goes above and beyond the call of duty by enhancing and promoting quality, and exhibiting an exceptional spirit of service to others. **(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 been in a retirement-eligible staff position for less than six consecutive 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: _____