

UNT Spirit Award Nomination Form

Overview:

The UNT Staff Spirit Award acknowledges staff members who have consistently demonstrated a sense of pride in being a part of the UNT community by supporting staff, faculty, and students, and always promotes the University in a positive light. Up to two 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 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:

- Consistently demonstrates a genuine respect of University traditions and traditional programs and a commitment to solidify and enhance University traditions.
- Displays a consistent spirit of teamwork and cooperation, modeled by respectful treatment of others.
- Displays a willingness to make commitments and keep promises in pursuit of team, departmental, division, and University goals.
- Demonstrates interest and concern for other staff, faculty, students, and University objectives. **(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 UNT Spirit 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: _____