

Excellence Awards Program Overview

Administered by the Recognition & Rewards Committee (awardcom@unf.edu)

Criteria common to all four awards listed in this document are:

- 1) The nominee must have a history of good standing in his or her Human Resources personnel file.
- 2) Members of the University community and others may nominate employees for these awards.
- 3) The nominator cannot be a relative of the nominee as defined in the Human Resources Personnel Program Policies & Regulations (Page 17).
- 4) The award will only be granted if there are qualified nominations.
- 5) Award recipients must be currently employed at the time of the monetary reward distribution.

The deadline date, nomination packet and additional requirements for each award are listed at <http://www.unf.edu/unfinfo/awards>.

The Recognition & Reward Committee will communicate to the appropriate Director and VP the names of the nominees from their area. Directors and VP's (or their designee) may choose to withdraw the nomination packet.

Award Category	Qualifications	Criteria	Reward	Nomination Process
<p style="text-align: center;">Soaring to Excellence</p> <p style="text-align: center;">~1st Place & 2nd Place awards semi-annually</p>	<p>Awarded to an individual for achievements that:</p> <ul style="list-style-type: none"> • demonstrate notable contributions to the University • demonstrate commitment to excellence, focus, relevance, and accountability • reflect work that is significantly above and beyond the range of the job assignment and performance expectations <p>Provide examples related to contributions outside of nominee's department</p>	<p>~Current A&P employees</p> <p>~ May NOT Self Nominate</p> <p>~ Must have been employed by the University for a minimum of three (3) years prior to the nomination deadline</p> <p>~Nominees must not have won this award within the past year.</p>	<p>~ 1st Place - \$2,000 2nd Place - \$800 (after taxes)</p> <p>~ A personal plaque</p> <p>~ Lunch with the President or his designee</p> <p>~ Recognition in <i>Inside UNF</i></p> <p>~ Recognition on UNF's Web site and Campus Update</p> <p>~ A letter of recognition from the President to be placed in the recipient's personnel file</p>	<ol style="list-style-type: none"> 1. Nominator completes the Nomination Form (<i>two-page document</i>) and facilitates completion of the nomination process. 2. Nominee's immediate supervisor provides signature approval and completes the Reference Form. 3. Nominator or nominee selects a supporting reference outside of the nominee's department to complete the Reference Form. 4. Nominator, supervisor and/or reference may attach supporting documentation if desired. 5. Completed packet is returned to the Recognition & Rewards Committee Chair by the deadline date.

Award Category	Qualifications	Criteria	Reward	Nomination Process
<p>Outstanding Achievement</p> <p>~ 1st Place & 2nd Place awards semi-annually</p>	<p>~ Awarded to an individual for achievements that:</p> <ul style="list-style-type: none"> • demonstrate notable contributions to the University • demonstrate commitment to excellence, focus, relevance, and accountability • are sustained, long-term accomplishments within the realm of the employee's job 	<p>~ Current Support, Out of Unit Faculty, or OPS employees</p> <p>~ May NOT Self Nominate</p> <p>~ Must have been employed by the University for a minimum of three (3) years prior to nomination deadline</p> <p>~Nominees must not have won this award within the past year.</p>	<p>~ 1st Place - \$2,000 2nd Place - \$800 (after taxes)</p> <p>~ A personal plaque</p> <p>~ Lunch with the President or his designee</p> <p>~ Recognition in <i>Inside UNF</i></p> <p>~ Recognition on UNF's Web site and Campus Update</p> <p>~ A letter of recognition from the President to be placed in the recipient's personnel file</p>	<ol style="list-style-type: none"> 1. Nominator completes the Nomination Form (<i>two-page document</i>) and facilitates completion of the nomination process. 2. Nominee's immediate supervisor provides signature approval below and completes the Reference Form. 3. Nominator or nominee selects one supporting reference to complete the Reference Form. 4. Nominator, supervisor and/or reference may attach supporting documentation if desired. 5. Completed packet is returned to the Recognition & Rewards Committee Chair by the deadline date.

Award Category	Qualifications	Criteria	Reward	Nomination Process
<p>Quality Customer Service</p> <p>~ One award semi-annually</p>	<p>Awarded to any UNF department that has:</p> <ul style="list-style-type: none"> • contributed to the enhancement of quality customer service at the University • proven exceptional initiative in "going the extra mile" to provide service to internal and external customers with timely and appropriate follow-up • confirmed responsiveness to the needs of students, patrons or customers, and • demonstrated improvement of customer service and satisfaction <p><i>*Provide examples and evidence in the form or survey results, stats, customer feedback, testimonials etc.</i></p>	<p>~ Any UNF department</p> <p>~ Self-nominations are accepted</p> <p>~Nominees must not have won this award within the past year.</p>	<p>~ \$500 to be used for a departmental event</p> <p>~ Recognition in <i>Inside UNF</i></p> <p>~ Departmental plaque</p> <p>~ Recognition on UNF's Web site and Campus Update</p>	<ol style="list-style-type: none"> 1. Nominator completes the <i>Nomination Form</i> (<i>two-page document</i>) and facilitates completion of the nomination process. 2. Nominator or nominee obtains signature approval from the department's chair, director or vice president. 3. Nominator, nominee, or supervisor may attach supporting documentation if desired. 4. Completed packet is returned to the Recognition & Rewards Committee Chair by the deadline date.

Award Category	Qualifications	Criteria	Reward	Nomination Process
<p>Spot Award</p> <p>~ Up to 20 awards semi-annually</p>	<p>~ This award enables the UNF community to recognize individuals who have been “spotted” embracing the University’s commitment to Excellence.</p> <p><i>*Provide a specific example related to a specific deed the nominee or a constituent witnessed that will have a lasting positive effect on students, faculty, staff or visitors.</i></p>	<p>~ Current A&P, Support, Out of Unit Faculty, and OPS employees</p> <p>~ May NOT Self Nominate</p> <p>~Director level positions and above are not eligible for this award</p> <p>~Must have been employed by the University for a minimum of six (6) months prior to the nomination deadline</p>	<p>~ 100 cash award</p> <p>~ Recognition on UNF’s Web site and Campus Update</p>	<ol style="list-style-type: none"> 1. Nominator completes the <i>Nomination Form</i>. 2. Nominator submits the <i>Nomination Form</i> by email to the nominee’s supervisor. If necessary, contact the Office of Human Resources for the supervisor’s name. 3. Nominee’s supervisor completes the Nomination Form where indicated below and forwards to awardcom@unf.edu by the deadline date.