

STUDENT AFFAIRS AWARDS NOMINATIONS

Enrollment Management Units

The purpose of Student Affairs Awards is to recognize staff members from **Financial Aid, Financial Services, Records and Registration, International Student Services, Multicultural Center and Student Systems**, who have exhibited an ongoing commitment to providing expert services for students, faculty and staff. The selected staff members will be recognized by their peers as consistently exceeding expectations thereby making them a valuable member of Student Affairs and the UTD community.

All staff members, excluding Directors, are eligible for nomination by their co-workers within Student Affairs. **It is critical that nominators list specific accomplishments or achievements related to the following five categories and criterion.**

OUTSTANDING CUSTOMER SERVICE AWARD

Nominees for this award must have consistently exceeded university expectations in providing quality customer service to the UTD community and all individuals it serves. This employee will have a proven record of providing the highest level of respectful, courteous and quality service to students, faculty and staff; also demonstrating creativity or resourcefulness in assisting customers and developing new, efficient ways to solve customer service issues.

"COMET PRIDE" AWARD

Nominees for this award will have a proven record of consistently displaying enthusiasm and pride towards The University of Texas at Dallas. This employee frequently highlights the successes of the UTD community, enhancing their work environment and improving office morale in the process.

THE TEAMWORK AWARD

Nominees for this award should have a strong commitment to lending a helping hand in order to create a pleasant work environment both departmentally and interdepartmentally. This employee will consistently exhibit actions/behaviors that inspire others to greater levels of achievement and will not hesitate to go beyond the call of duty to help co-workers in providing a quality product that will benefit Student Affairs or UTD as a whole.

MOST INNOVATIVE AWARD

Nominees for this award should consistently demonstrate their ability to "think outside the box". Through creative or visionary ideas, this employee will have met demands or created new opportunities in a unique and innovative manner leading to significant change within their office, Student Affairs or the University as a whole.

OVERALL EXCELLENCE AWARD

Nominees for this award will be exceptionally talented individuals who have encompassed all of the above stated qualities and more, making them a truly valuable member of Student Services and the UTD community. This person has consistently demonstrated initiative, creativity, a positive attitude, exceptional individual/team contributions, leadership, high work ethic and expert service in daily operations and interactions with students, faculty and staff.

**Please submit nominations by Thursday April 12, 2007
to Carol Neumann of Student Affairs – AD31.**

The University of Texas at Dallas
Division of Student Affairs

Please submit nomination by Thursday, April 12, 2007
to Carol Neumann of Student Affairs – AD31.

Student Life Staff Awards 2006

Purpose

To recognize staff members who have exhibited commitment in supporting Student Life's mission of providing high-quality services, programs, activities and opportunities that aid in the development of UTD students.

Selection Process & Criteria

All staff members are eligible for nomination by their directors, co-workers or colleagues from within Student Life. Directors and managers are eligible for the director award. It is critical that nominators cite specific accomplishments or achievements related to the following criterion.

Each of the nominees will be evaluated on the same criterion, which include:

Attitude	Innovation
Creativity	Leadership
Excellence	Work Ethic

For 2006, the Dean of Students will coordinate a selection committee composed of individuals outside of Student Life. Starting in 2007, the committee will consist of award winners from the previous year. Therefore, they will be excluded from receiving an award for that year and will resume eligibility following year.

Each selection committee member will judge the nominees using the same five-point scoring system. Therefore, the completed entry form is of utmost importance, as the judges will use this as basis for selection. Judges can also provide overall commentary on each nominee.

Awards

Staff members are eligible to receive nominations for any of the following categories.

New Employee Award

Given to an employee who has worked in Student Life less than two years and demonstrates superior performance.

Program/Project of the Year

Recognize a program or project that has made a positive impact on the student body.

Bright Idea Award

Given to an employee who has submitted an idea that reduced/eliminated expenses, improved procedures or initiated an action to solve a problem.

Star Award for Special Achievement

Recognizes a staff member who has made a single spectacular contribution or has demonstrated consistent exceptional service.

Employee of the Year

Given to an employee who has consistently, extraordinarily demonstrated a positive attitude, creativity, excellence, innovation, leadership and high work ethic in his/her daily operations and interactions with students, staff and faculty.

**Student Life Staff Award
Nomination Form**

Nominations must be submitted to the Dean of Students Office on or before April 3, 2006.

Person Nominated: _____

Position/Title: _____

Department: _____

Name of Award: _____

Reason Nominating for This Particular Award: _____

Nomination Rationale/Support

Please describe below (or in an attached document) specific accomplishments, achievements, etc. as they relate to the selection criterion (attitude, creativity, excellence, innovation, leadership and work ethic).
