



# COMMITMENT TO EXCELLENCE AWARD

## 2011 NOMINATION FORM

**Deadline: Tuesday, November 1, 2011 at 5:00pm**

The University of Detroit Mercy (UDM) established the Commitment to Excellence Award to recognize UDM's outstanding staff and administrators. UDM is fortunate to have employees who possess and exhibit outstanding qualities and who are committed to the success of its future. They are truly what make this institution great and are deserving of recognition.

### ELIGIBLE RECIPIENTS

All full-time staff (non-exempt) and administrative (exempt) employees of the University are eligible and may be nominated by any faculty, staff or administrative employee of UDM for the award. The names of nominators and nominees are confidential. Recipients will include:

- One staff and one administrative employee with two or more years of service.
- One staff or administrative employee with less than two years of service. This person would receive the Commitment to Excellence Rising Star Award.

**Note:** UDM employees who have nominated a staff or administrative employee who were not selected as a recipient of this award in a previous year are encouraged to update and *re-submit* nominations, as long as the nominee is eligible and meets the criteria.

*Those not eligible for nomination: Prior recipients (unless they received the "Rising Star" award as a new employee and now have two or more years of service), the Associate Vice President for Human Resources, and the members of the Staff and Administrator Development Team. Former Staff and Administrator Development Team members may not be nominated until one full calendar year after their terms expire.*

### CRITERIA

Nominees are considered based upon the following criteria:

- The recipient carries out his/her responsibilities professionally and collaboratively, providing excellent service to all those with whom he/she works and serves.
- The recipient promotes the mission of the University and the goals of his/her college, school or department.
- The recipient takes initiative in his/her work, often going above and beyond what is required.
- The recipient is dedicated, aware and approaches work life with a positive attitude.



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## AWARDS

Recipients receive a monetary award, certificate and a commemorative piece.

### NOMINATION INSTRUCTIONS

To nominate a staff member or administrator for this award, please use the nomination form below. Attach additional sheets as necessary. Please email completed nomination forms and/or questions to CTEAward@listserver.udmercy.edu. Hard copies should be sent to: Commitment to Excellence Award 2011, c/o the Human Resources Office, FAC 200, McNichols Campus.

### 2011 NOMINATION FORM

**NOMINEE:**

**POSITION:**

*Please check one of the following award categories:*

- Staff employee with two (2) or more years of University service
- Administrative employee with two (2) or more years of University service
- Staff employee with less than two (2) years of University service
- Administrative employee with less than two (2) years of University service

**UDM WORK INFORMATION:**  Please be sure to include room number, building, college/school/department:

**SUPERVISOR:**  **YEARS OF SERVICE**

*Nomination submitted by:*

**NAME:**

**POSITION:**

**UDM WORK INFORMATION:**  Please be sure to include telephone number, e-mail address, room number, building and college/school/department:



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*Please describe why you are nominating this staff member or administrator, specifically addressing the criteria, and include examples of how they meet the criteria for this award.*

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Please limit your response to no more than 2 pages. (Attach as needed.)

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