



# Commitment to Excellence Award

## ★ 2023 Nomination Form ★

**NOMINATION DEADLINE: Monday, November 14 at 11:59 p.m.**

Detroit Mercy established the Commitment to Excellence Award to recognize staff and administrators who possess and exhibit outstanding qualities, and are committed to the success of the University's future.

### ELIGIBLE RECIPIENTS

All full-time staff (non-exempt) and administrative (exempt) employees of Detroit Mercy are eligible and may be nominated by any Detroit Mercy faculty, staff or administrative employee. The names of nominators and nominees will be kept confidential during the selection process.

- 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.

***Multiple nominations will be considered, but nominators need to complete and submit their own individual nomination form. Forms submitted with group signatures will not be considered.***

***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 Resource and members of the Staff and Administrator Development Team (SADT). Former SADT members may not be nominated until one full calendar year after their terms expire. Please note that actively seeking nominations is not in the spirit of the award and therefore discouraged.***

### CRITERIA

- The recipient consistently carries out their responsibilities professionally and collaboratively, providing excellent service to all those with whom they work and serve.
- The recipient promotes and demonstrates the mission of the University and the goals of their college, school or department.
- The recipient takes initiative in their work, often going above and beyond what is required.
- The recipient is dedicated, passionate and approaches work life with a positive attitude.

### AWARDS

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





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### NOMINATION INSTRUCTIONS:

To nominate a staff member or administrator, please complete the entire form. The example section is required. Email the completed nomination form and/or questions to [sadt@udmercy.edu](mailto:sadt@udmercy.edu). This is an online process and hard copies are not accepted. **In order to save the completed form, you need to use the "print to file" option and choose "save as a pdf". Adobe is required. If you do not have Adobe on your computer, please print the form, scan and email to [sadt@udmercy.edu](mailto:sadt@udmercy.edu).**

Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

#### Please check one of the following 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.

College/School/Department: \_\_\_\_\_ Room Number: \_\_\_\_\_ Building: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Nomination submitted by: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

College/School/Department: \_\_\_\_\_ Room Number: \_\_\_\_\_ Building: \_\_\_\_\_

#### Please choose one:

I wish to keep my name anonymous

I give permission for my name to be released as a nominator



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**Key:** Please score each attribute a number ranging from 1 - 5  
1 = Satisfactory and 5 = Excellent

<b>Professionalism/Customer Service</b>		<b>Score (1-5)</b>
A1	Carries out responsibilities professionally	
A2	Provides excellent service to all	
A3	Responsible	
A4	Team player	
A5	Follow through	
Example(s):		
<b>Section A Total Points</b>		
<b>Mission</b>		<b>Score (1-5)</b>
B1	Promotes the mission and goals of the University/Department	
B2	Promotes unity and teamwork	
B3	Respects colleagues, students and guests	
B4	Pursues excellence	
Example(s):		
<b>Section B Total Points</b>		
<b>Initiative</b>		<b>Score (1-5)</b>
C1	Goes above and beyond job description/responsibilities	
C2	Problem solver	
C3	Creative	
Example(s):		
<b>Section C Total Points</b>		
<b>Dedication</b>		<b>Score (1-5)</b>
D1	Positive attitude	
D2	Committed	
D3	Welcoming	
D4	Role model	
D5	Takes pride in their work	
Example(s):		
<b>Section D Total Points</b>		
<b>Overall Total Score</b>		