



COMMITMENT TO EXCELLENCE AWARD

2017 NOMINATION FORM

Deadline: Monday, November 6, 2017 at 12:00 a.m.

The University of Detroit Mercy (Detroit Mercy) established the Commitment to Excellence Award to recognize Detroit Mercy's outstanding staff and administrators. Detroit Mercy 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 Detroit Mercy 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: Detroit Mercy 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. Please note that actively seeking nominations is not in the spirit of the award, and therefore discouraged.

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.



COMMITMENT TO EXCELLENCE AWARD

- The recipient is dedicated, aware and approaches work life with a positive attitude.

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 2016, c/o the Human Resources Office, FAC 200, McNichols Campus.

2017 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:



COMMITMENT TO EXCELLENCE AWARD



Thank you for taking the time to nominate one of your coworkers/colleagues for a COMMITMENT TO EXCELLENCE award. The nominees are considered based on the answers to the following questions. Please answer some or all of the questions that best describe your nominee! Remember, by answering the questions below, you are providing the information needed to determine the most deserved recipient for this award! After each question, a text box is provided for your response.

1. Give examples of how your nominee carries out his/her job responsibilities, providing professional and excellent service to all those with whom he/she works and serves.

2. List some instances of how your nominee takes initiative in his/her work, going above and beyond what is required of them.

3. Does your nominee approach work life with a positive attitude? Share some instances that describe this.



COMMITMENT TO EXCELLENCE AWARD



4. Does your nominee promote the mission of the University and the goals of Detroit Mercy, as a whole? See our mission statement below and choose a few specific ways in which your nominee portrays our mission statement.

DETROIT MERCY MISSION STATEMENT

University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent student-centered undergraduate and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical and social development of our students.

CLOSING REMARKS (Place ANYTHING more you would like to add, here.)