



*UO Outstanding Classified Employee &
Officer of Administration*
RECOGNITION AWARDS

February 8, 2010

MEMORANDUM

TO: All University Employees
FROM: Linda King, Associate Vice President for Human Resources

The UO holds an annual recognition program specifically created to acknowledge excellence in officers of administration and classified employees. I encourage you to take the time to think about your colleagues and coworkers, supervisors and employees and to nominate those who have made outstanding contributions to the UO in the past year. Please note that the selection criteria and nomination applications differ for officers of administration and classified employees. Both are attached to this memorandum.

Eligibility: Officers of administration and classified employees who have been employed by the University of Oregon for one year or more may be nominated. If you need help to determine whether an employee is eligible for nomination, or have questions, call Kathy Cooks at 346-2939.

Guidelines for Nomination Applications: Attached you will find two nomination applications: one for officers of administration and one for classified employees. Please complete the appropriate application. Nominations should be based on at least one of the criteria listed on the attached application and pertain to activities currently underway or completed within the past 12 months.

Please take the time to prepare a complete picture of your reasons for nominating this person. Be specific and give illustrations of outstanding accomplishments. Letters of support from other employees may also be included and can be a useful tool for providing the selection committee with a more complete understanding of the nominee's contributions.

Nomination Deadline: March 4

Submit nominations on the attached forms to Kathy Cooks, Human Resources, 463 Oregon Hall or on line at: <http://hr.uoregon.edu/recognition/CL-AwardNom.html> for classified employees, and <http://hr.uoregon.edu/recognition/OA-AwardNom.html> for officers of administration.

Nominations cannot be accepted after March 4.

Selection Process: A selection committee comprised of faculty, administrators, classified and student representatives reviews the nominations and selects award recipients using the established criteria listed on the nomination application. **The selection committee will base its decision solely on the information provided on the nomination application and attached letters of support.**

Recipients of the Outstanding Employee Awards are acknowledged by University President Richard Lariviere at a university-wide recognition reception on April 13, 2010 at 3:30 pm in Gerlinger Alumni Lounge.

UNIVERSITY OF OREGON
OUTSTANDING OFFICER OF ADMINISTRATION
RECOGNITION AWARD NOMINATION APPLICATION

(March 4, 2010 Application Deadline)

Note: Please type or print clearly. The selection committee will have only the information you furnish with this nomination. Use additional sheets if necessary and attach any letters of support.

Nominee's Name: _____ Work Title: _____

Nominee's Department: _____ Work Phone: _____

Supervisor: _____ Work Phone: _____

Approximate Size of Department: 1-10 _____ 11-25 _____ 26+ _____

Your Name (Required): _____

Your Department: _____ Work Phone: _____ E-mail: _____

Letters of support are encouraged and helpful as a way of providing the selection committee with a more complete understanding of the nominee's contributions. Please keep in mind that the selection committee will use only the information furnished by the nominator(s) and attached letters of support. In the 'Comments' section below, please explain in detail why you believe the nominee(s) is deserving of recognition. Describe the specific actions or activities of the nominee(s) that pertain to the criteria listed below.

Please base your nomination using the following criteria to describe the nominee's outstanding contribution over the past 12 months.

1. **Building Community:** Promoting a sense of community (local or wide-spread) or bringing groups and individuals together for a common purpose.

(over)

**UNIVERSITY OF OREGON
OUTSTANDING CLASSIFIED EMPLOYEE
RECOGNITION AWARD NOMINATION APPLICATION**

(March 4, 2010 Application Deadline)

Note: Please type or print clearly. The selection committee will have only the information you furnish with this nomination. Use additional sheets if necessary and attach any letters of support.

Nominee's Name: _____ Work Title: _____

Nominee's Department: _____ Work Phone: _____

Supervisor: _____ Work Phone: _____

Approximate Size of Department: 1-10 _____ 11-25 _____ 26+ _____

Your Name (Required): _____

Your Department: _____ Work Phone: _____ E-mail: _____

Letters of support are encouraged and helpful as a way of providing the selection committee with a more complete understanding of the nominee's contributions. Please keep in mind that the selection committee will use only the information furnished by the nominator(s) and attached letters of support. In the 'Comments' section below, please explain in detail why you believe the nominee(s) is deserving of recognition. Describe the specific actions or activities of the nominee(s) that pertain to the criteria listed below.

Please base your nomination using the following criteria to describe the nominee's outstanding contribution over the past 12 months.

___ Category 1: A suggestion and/or special achievement that is a one-time occurrence. This category places emphasis on suggestions that contribute to improved University operations and/or special achievements in community activities.

___ Category 2: Performance that has exceeded job requirements as a one-time occurrence, i.e., overcoming significant challenges on a particular project or exemplary handling of an emergency situation related to employment.

___ Category 3: High-quality performance, above what is normally found in the type of position concerned and sustained over time, i.e., continually maintaining or providing the means to increase productivity and output or other kinds of ongoing performance that far exceeds job requirements. Special service to the University outside normal job duties (e.g., committee work) can be considered in this category.

(over)

