



University of Massachusetts
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Division of Human Resources
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Memorandum

DATE: January 12, 2009
TO: Deans, Directors and Department Heads
FROM: Linda Ho, Total Compensation Assistant
SUBJECT: 2009 Chancellor's Citation Awards

The Division of Human Resources is requesting that individuals and/or departments submit, in nomination, the name of employees to be considered for a 2009 Chancellor's Citation Award.

The intent of the Chancellor's Citation Award is to recognize and honor benefited University staff members who have demonstrated outstanding performance in contributing their time and/or skills in helping the University achieve its goals and objectives. Ten (10) awards are available each year. We strongly encourage all members of the University community to nominate deserving employees. The deadline for nominations is 4:00 pm, Friday, February 27, 2009.

Nomination Criteria

1. Nominees should be either a benefited exempt or non-exempt staff member in an active employment status and working at least 50% time.
2. Nominees should have demonstrated exemplary and outstanding service to the University. This may include, but is not limited to, one or more of the following:
 - original contributions to the University;
 - attainment of high priority University objectives;
 - crises or "beyond the call of duty" service;
 - achievement of significant improvements in productivity and/or savings in University operations.Please provide explicit examples of how the nominee has demonstrated one or more of these criteria.
3. Nominees should neither have received nor be scheduled to receive a cash award under any similar employee recognition program within the past year.
4. Individuals may be nominated for receipt of the Chancellor's Citation Award. Groups of individuals are not eligible for nomination.

Nomination Process:

1. An individual may be nominated by supervisors, peers, professional colleagues or others familiar with the person's work. A person may not be nominated by relatives, nor may a person nominate himself or herself.
2. A standard nomination form must be used to describe the individual's accomplishments and should indicate the reasons why the individual should be recognized. A copy of the nomination instructions and form is attached. All nominations must be signed and the nominator's relationship to the nominee clearly specified.
3. We encourage you to photocopy nomination forms and distribute them to employees within your department.
4. Nominations should be submitted to Linda Ho, Human Resources Employee Service Center, Room 325 Whitmore Administration Building, by 4:00 pm on Friday, February 27, 2009.

Selection Process:

A Selection Committee comprised of a representative of the Chancellor, a representative of each Vice Chancellor, and a representative of the Director of Human Resources will be formed. Their charge will be to review all nominations and select recipients using the criteria outlined above.

Nature of Award:

Employees selected to receive a Chancellor's Citation Award will be presented with a certificate of recognition and cash award or comparable gift item. Awards will be presented at a reception honoring the recipients of both the Chancellor's Citation Award and the Gerald F. Scanlon Student Employee of the Year Award to be held in May and hosted by Chancellor Robert C. Holub.

**PLEASE BRING THE INFORMATION IN THIS MEMORANDUM AND THE REQUISITE
NOMINATION FORM TO THE ATTENTION OF ALL EMPLOYEES WITHIN YOUR AREA.**

We encourage you to photocopy the attached nomination form and share it with all of your employees. Additional forms may also be obtained at the Human Resources Employee Service Center, Room 325 Whitmore Administration Building and at the Division of Human Resources web site (<http://www.umass.edu/humres/>)

If there are any questions or for further information concerning the Chancellor's Citation Award, please contact me at 545-6121.



**University of Massachusetts Amherst
2009 CHANCELLOR'S CITATION AWARD
NOMINATION FORM**

Please print:

Name of Nominee _____

Department _____

Campus Address _____ Telephone _____

- To assist the Chancellor's Citation Award Committee in its selection process, please describe fully those accomplishments which merit consideration for the awarding of a Chancellor's Citation to the nominee. Please cite examples of the nominee's achievements and/or sustained performance. **DO NOT INCLUDE** copies of performance evaluation forms. Use additional sheets as necessary for supporting documentation.
- Only ONE name per nomination form, please.

Please print:

Name of Nominator _____

Title _____

Campus Address _____

Relationship of Nominator to Nominee _____

Signature of Nominator

Date

All nominations must be submitted by 4:00 pm on Friday, February 27, 2009:

Attn: Linda Ho
Human Resources Employee Service Center
Room 325 Whitmore Administration Building