



CHANCELLOR'S CITATION AWARD University of Massachusetts Amherst

The Selection Committee invites nominations from the University community for the Chancellor's Citation Award for outstanding achievement. An individual may be nominated by a supervisor, peer, professional colleague or another familiar with the person's work. An individual may not be nominated by a relative, nor may a person nominate him or herself.

The intent of the Chancellor's Citation Award is to recognize and honor benefited University staff members who have demonstrated outstanding performance in contribution their time and/or skills in helping the University achieve its goals and objectives. Ten (10) awards will be presented with the hope that all members of the University community will nominate deserving employees.

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.

All nominations must be signed and the nominator's relationship to the nominee clearly specified. The nomination form may be xeroxed and passed along. Additional forms may also be obtained at the Human Resources Employee Service Center, room 325 Whitmore Administration Building or at the Division of Human Resources web site (<http://www.umass.edu/humres>.)

Please contact Linda Ho, Total Compensation Assistant (545-6121, ljho@admin.umass.edu) with questions or for further information.



**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