

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 members of either the University's professional or classified staff, 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 professional or classified staff member; in an active employment status; work at least 50% time, be in a benefited state, grant or trust funded position.
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.
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. Joint or group nominations will not be considered.

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 Information Center, 3rd floor, Whitmore Administration Building or at the Division of Human Resources web site ([http://www.umass.edu/humres/.](http://www.umass.edu/humres/))

Please contact Kelly Dickinson, Total Compensation Associate (545-1478, kdickins@admin.umass.edu) with questions or for further information.

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NOMINATION FORM

Please print:

Name of Nominee _____

Department _____

Campus Address _____ Phone _____

- * 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 12:00 noon on Thursday, March 13, 2003:

Attn: Kelly Dickinson
Human Resources Information Center
Third Floor, Whitmore Administration Building