

2020 CHANCELLOR'S CITATION AWARDS

The Selection Committee invites nominations from the University community for the Chancellor's Citation Award for outstanding achievement. A total of 10 staff awards (comprised of individual staff members and up to 2 employee teams) will be presented with the hope that members of the University community will nominate all deserving staff members and employee teams.

The intent of the Chancellor's Citation Award is to recognize and honor University staff members who have demonstrated outstanding performance through the contribution of their time and/or skills towards the achievement of University goals and objectives.

Nomination Criteria

1. Nominated individual employees or nominated employee teams 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 nominated employee or employee team has demonstrated one or more of these criteria.
2. Nominated individuals should be either a GIC benefit eligible exempt or non-exempt staff (01) member in an active employment status and working at least 50% time.
3. Nominated teams should be well established over the course of the past year or longer and may be comprised of GIC benefit eligible exempt or non-exempt staff (01) members in an active employment status and working at least 50% time.
4. The size of a team that may be nominated for the Chancellor's Citation Award should normally range from two (2) to six (6) eligible employees.
5. Nominated employees or employee team members should neither have received nor be scheduled to receive a cash award under any similar employee recognition program within the past year.
6. Please note that Faculty/MSP members are not eligible for this award as they have their own recognition program.

All nominations must be signed and the nominator's relationship to the employee or team/team members must be clearly specified. The nomination form may be photocopied 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 www.umass.edu/humres website.

2020 Chancellor's Citation Award Nomination Form

Please submit by 4pm on Fri, February 21, 2020 via e-mail (to loboyle@umass.edu), via facsimile (413.545.0483) or hard-copy to room 325 Whitmore Administration Building.

Please Print

1. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone
2. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone
3. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone
4. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone
5. Nominee's Name			
Title			
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Campus Address			
Email Address			Telephone
6. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone
7. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone
8. Nominee's Name			
Title			
Department			
Campus Address			
Email Address			Telephone

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To assist the Chancellor's Citation Award Committee in its selection process, ***please fully describe those accomplishments which merit consideration*** for the awarding of a Chancellor's Citation to the nominated staff member or the nominated team of employees. Please ***cite examples*** of the nominated individual or of the nominated team's achievements and/or sustained performance. Please **DO NOT INCLUDE** copies of performance evaluation forms. Use or upload additional sheets as necessary for supporting documentation.

Name of Nominator:	Email:
Title:	Phone:
Department:	
Campus Address:	
Relationship to Nominated Staff:	
Signature of Nominator:	Date:

All nominations must be received by 4:00 pm on Fri, February 21, 2020: via e-mail (to loboyle@umass.edu), via facsimile (413.545.0483) or hard-copy to room 325 Whitmore Administration Building.