



Digital Transformation Award Nomination Form

Overview:

The Digital Transformation Award acknowledges staff members who champion the adoption and successful implementation of digital innovations across the university, transforming how we work and serve our community. The individual(s) who receive this award is/are known for being willing to seize strategic opportunities, work across the aisle, and galvanize teams of key stakeholders who collectively exceed expectations on the most innovative of initiatives.

Up to two recipients may receive a one-time payment of \$1,500 and a commemorative engraved gift, which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month.

Eligibility for Nominees:

- The staff member must be in a UNT retirement-eligible staff position for at least six consecutive months.
- The staff member must hold a position lower than the level of Associate/Assistant Vice President.
- The staff member may not have received any formal disciplinary action or performance improvement plan within the twelve months prior to the nomination date.
- The staff member may not have received the award within the previous 5 years.

Process for Nomination and Selection:

- Nomination may be made by any UNT employee or student.
- Complete the fillable form, giving specific examples of how the staff member has met or exceeded the criteria, and keeping within the allotted word allowance. Additional attachments will not be accepted. Submit the completed document electronically or print and deliver to Human Resources, Support and Services Building, 116H.
- Human Resources will verify eligibility and forward the nomination to the Division of Digital Strategy and Innovation for review and selection.

If you have questions regarding the nomination process, please contact **Human Resources** at HRAdministration@untsystem.edu or 940-565-2281.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

STEP TWO: In 500 words or less, use bullet points to give specific examples of how the nominee has met the following criteria:

- Nominee demonstrates exceptional ability to facilitate the adoption of new digital tools, systems, or processes within their department or across the university.
- Nominee effectively guides colleagues through digital change by providing support and encouragement that builds confidence and reduces resistance.
- Nominee identifies opportunities to scale successful digital innovations, ensuring they move from pilot projects to sustainable, integrated solutions.
- Nominee bridges the gap between technical implementation and practical application, translating complex digital concepts into improved workflows and outcomes.

To submit nomination form:

- Step 1: Complete all the form fields
- Step 2: Download and save the form
- Step 3: Create an email to Human Resources at HRAdministration@untsystem.edu with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email