



Soaring Integrity Award Nomination Form

Overview:

The Soaring Integrity Award acknowledges staff members who work to “treat others the way they want to be treated” for the betterment of the UNT community. This employee models exceptional ethical behavior through thoughts, words, and deeds. They value honesty and transparency, express gratitude for others, respect differences, take responsibility for actions, and demonstrate trustworthiness. This award is earned by one who courageously leads by example regardless of if anyone sees it.

Up to one recipient may receive a one-time payment of \$1,000 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 4 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 University Integrity and Compliance 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:

- Models exceptional standards and acts in the best interest of the UNT community in everyday efforts. Some ideas include:
 - Completes all required training and encourages others to do the same.
 - Reviews university policies prior to making decisions in daily activities.
 - Keeping the best interest of the UNT community in mind and in action.
- Demonstrates situational integrity. Some ideas of what this may look like include:
 - Speaking up when something doesn't look right.
 - Sharing with others where they can report.
 - Being willing to participate in investigations, compliance matters, or just helping with awareness.
- Is accountable for all actions, decisions, and behaviors, and is okay with holding others accountable.

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