



# Steve Miller Outstanding Employee Award Nomination Form

**Overview:**

The Steve Miller Outstanding Employee Award is named in memory of Steve Miller, Assistant Vice President of Human Resources. The award recognizes staff members whose contributions have positively impacted the division and/or University. Up to four recipients may receive an engraved and monetary award 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 three 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 appropriate supervisor, department head/Dean, Vice President or President, where applicable.
- Once the required approvals are obtained, the nomination will be reviewed by the Staff Awards and Recognition Committee and the top 5 recommendations will be submitted to the President.
- The final recipient(s) will be selected by the President.

If you have questions regarding the nomination process, please contact **Human Resources** at [Anh.LePalomino@untsystem.edu](mailto:Anh.LePalomino@untsystem.edu) or (940) 565-4363.

**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: Give specific examples of how the nominee has met the following criteria:**

- Carries out responsibilities professionally and collaboratively, providing excellent service to all those with whom they work and serve.
- Promotes the mission of the University and goals of their college, school, division or department.
- Takes initiative in their work, often going above and beyond what is required.
- Demonstrates dedication and approaches work life with a positive attitude. **(500 word limit)**

**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 [Anh.LePalomino@untsystem.edu](mailto:Anh.LePalomino@untsystem.edu) with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email

**For Administrative Use Only**

**1. Human Resources**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED - NOMINEE MEETS ALL ELIGIBILITY

DENIED - NOMINEE DOES NOT MEET FOLLOWING ELIGIBILITY:

- Has not been in a retirement-eligible staff position for six consecutive months
- Holds a position at or above the level of Associate/Assistant Vice President
- Has received the Steve Miller Outstanding Employee Award within the past three years
- Has received formal disciplinary action or performance improvement plan within the twelve months of nomination date

**2. Direct Supervisor**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED  DENIED – REASON: \_\_\_\_\_

**3. Department Head / Dean**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED  DENIED – REASON: \_\_\_\_\_

**4. VP Coordinator**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED  DENIED - REASON: \_\_\_\_\_

**5. Staff Awards and Recognition Committee**

Date: \_\_\_\_\_

RECOMMENDED

DENIED - REASON: \_\_\_\_\_

**6. President:**  SELECTED

Signature \_\_\_\_\_

Date: \_\_\_\_\_