

## Outstanding Staff Team Award - Nomination Form

Team Name: \_\_\_\_\_

Nominated by \_\_\_\_\_

Name

Email

Campus Phone

Please type or print the information on a separate sheet of paper, and be as specific and concise as possible. Use this form as a cover sheet, and submit nominations by the deadline to the Staff Senate Awards Committee Chair via email at [ssawards@uark.edu](mailto:ssawards@uark.edu).

- Provide the Name, Department, Job Title, Email, and Campus Phone Number of each team member. Team members must be 100% appointed UA employees – classified staff, non-classified staff, or a combination of both.
- Is the team primarily involved in work that is:
  - \_\_\_ Student-Centered
  - \_\_\_ Administrative/Technical/Service-Centered
- Name, Email, and Campus Phone Number for Team Leader or Contact Person for the team:
- Provide a summary statement of the team's significant accomplishment(s) during the calendar year. Please be specific and describe the process/steps involved (including the time frame), including any obstacles or problems that were encountered and how they were resolved. Examples and documentation are strongly encouraged. Please keep your summary to no more than 6 pages. The team and their accomplishments will be scored on:
  - Did the team go over and above their regular duties?
  - Did they generate a new or innovative idea?
  - Did they have a positive impact on the campus community?
  - Did they demonstrate a high degree of cooperation and interaction among the team members?
  - Did the team's efforts have resulted in a significant increase in efficiency or customer service?
- Please provide the name, campus address, and phone number for two (2) references that can verify the team's accomplishment(s). Members of the team may not be used as a reference.