

## 2017 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. Submit nominations to Roy Hatcher, Staff Senate Awards Committee Chair by campus mail (ADSB 220) or email (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 2016. 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. Teams will be evaluated on the following criteria:
  - Accomplishment of the team was over and above the regular duties of the staff members
  - Accomplishment of the team was a new or innovative idea
  - Accomplishment has had a positive impact on the University of Arkansas or the community
  - The process involved a high degree of cooperation and interaction among the team members
  - 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.