

2018 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. Nominations will be accepted from January 7, 2019 – January 21, 2019. Submit nominations to Michael D. Rau, Staff Senate Awards Committee Chair by campus mail (GEAR 213) 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 2018. 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.