

COLLEGE OF ARTS AND HUMANITIES 2017 STAFF SERVICE AWARD

The College of Arts and Humanities appreciates the value of its Exempt and Non-Exempt staff and through the annual Service Award recognizes staff who have consistently demonstrated excellence in service to their departments and to the College.

AWARD Two awards of \$1,000 each will be presented at the College Convocation in September. The first award recognizes either an Exempt or Non-Exempt staff for **exemplary service to his/her unit**. The second recognizes either an Exempt or Non-Exempt staff for **exemplary service to the College in support of its mission and vision** (please refer to the following link on the ARHU web site: <http://www.arhu.umd.edu/aboutus/mission>). In addition to the monetary award, recipients will receive a personal engraved keepsake.

ELIGIBILITY Permanent staff in the Exempt and Non-Exempt Staff categories whose appointments are 50% or greater and who have been employed by the College of Arts and Humanities for at least three years as of April 1st, 2017. Winners must be employed by the College at the time of the award presentation. A nominee cannot be a previous award recipient within the last five years.

NOMINATION To nominate a person for either of the staff awards, send a letter of support, indicating the specific award, to the Dean's Office that includes a thorough, but concise, description of the nominee's contributions. Criteria to consider include demonstrated commitment to the unit or the College; exceptional work ethic; outstanding performance; and initiative and service above and beyond those of the job description. In addition to the nominating letter, a second, separate letter of support from anyone within ARHU who has first-hand knowledge of the nominee's contributions must also be sent to the Dean's Office.

DEADLINE Monday, May 8, 2017

SELECTION PROCESS The College will convene a review committee consisting of the 2016 honorees from all of the various service award categories, and chaired by Assistant Dean Julie Wright to review the nominees and recommend a recipient in each category to the Dean.

Nomination and support letters should be sent to:
Service Award Review Committee
College of Arts and Humanities
1102 Francis Scott Key Hall
Campus Zip 7311

Letters may also be sent electronically to jwright@umd.edu

DEADLINE FOR NOMINATIONS IS MONDAY, MAY 8, 2017