

## COLLEGE OF ARTS AND HUMANITIES 2020 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 their 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/about/our-mission-and-goals>). In addition to the monetary award, recipients will receive a personal engraved keepsake.
- ELIGIBILITY** Permanent staff in the Exempt and Non-Exempt Staff categories who have been employed by the College of Arts and Humanities for at least three years as of April 1<sup>st</sup>, 2020. 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 11, 2020
- SELECTION PROCESS** The College will convene a review committee consisting of the 2019 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 electronically to:  
[jwright@umd.edu](mailto:jwright@umd.edu)

**DEADLINE FOR NOMINATIONS IS MONDAY, MAY 11, 2020**