

## Staff Awards: Criteria and Eligibility

### Board of Regents USM Awards for Exempt and Non-Exempt Staff

- Any employee or student may nominate another employee with the knowledge and consent of the nominee. Employees may also nominate themselves.
- Nominee must be a Staff employee of the University System of Maryland community, including all Staff employees in Regular and Contingent II status.
- Nominee must be employed with the USM for at least five (5) consecutive years at the time the packet is distributed. Winners of the awards must be employed at the time the winners' names are announced.
- CEO's (Chancellor and Presidents), Officers, and Sr. Leadership are not eligible

Exempt and Non-Exempt Staff must have demonstrated excellence and be nominated in one of five categories:

#### **Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:**

- A creative and implemented approach to process improvements
- Original idea that contributed to the success of the unit/institution
- A staff employee in a non-leadership position who provided leadership, team building and/or facilitated a team or project that enhanced the organization
- A staff employee in a leadership position who consistently grows the organization through mentoring and growing all subordinates

#### **Outstanding Service to Students in an Academic or Residential Environment:**

- Although not part of the job description, someone who consistently makes a difference in students' lives
- Contributed an innovative, original idea that was implemented and transformed an aspect of student experience

#### **Extraordinary Public Service to the University or Greater Community:**

- A personal dedication to a project or cause that definitively improved the greater community
- Staff employee of the USM community who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community
- The award is based on a sustained record over a period of years carried out through the individual's role in the University rather than as a private citizen

**Inclusion, Multiculturalism, and Social Justice:**

This award salutes the outstanding work of a USM staff member in their ability to build, nurture, and advance inclusion, multiculturalism, and social justice practices within their community. Their community may be comprised of their internal institutional community, their external institutional community, or a combination of the two.

**Review criteria includes outcomes, including, but not limited to:**

- Community engagement in diversity dialogue and education
- Examination and modification of current practices of one's department/institution that supports inclusion
- Implementation of initiatives that foster inclusion, multiculturalism, and social justice

**Effectiveness and Efficiency:**

To publicly recognize exemplary ideas that, when implemented, will serve to further the University System of Maryland's goal to continually increase the effective and efficient use of its resources. One award from the listed categories may be made for an exemplary initiative that has the potential to be implemented system-wide.

**Awards shall be bestowed in the following two categories:**

Academic Transformation

- Improved learning and a minimum cost savings of \$10,000.00

Administrative Transformation

- Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000.00

In addition to the existing application procedures, the nominee's packet needs to include:

- A brief description of the innovative initiative
- Potential benefits
- Magnitude (single/multiple institutions or system-wide)
- Effectiveness and efficiency to be attained (including estimated cost and/or resource savings)

Award recipients may be invited to address the Board.

Packets for campus nominees are developed and sent forward to the Board of Regents to compete with nominees from other USM institutions. The ten employees chosen as winners by the Board of Regents are announced in summer 2024 and receive a plaque and \$2,000 each.

## UMBC Staff Awards

### Eligibility

For UMBC Presidential Distinguished Staff of the Year, Exempt, minimum is 7 years at UMBC.

For Presidential Distinguished Staff of the Year, Non-Exempt, minimum is 5 years at UMBC.

For Jakubik Award, one Exempt or Non-Exempt Staff, minimum is 5 years at UMBC.

For Karen L. Wensch Award Non-Exempt, minimum is 5 years at UMBC.

For Teresa Lupinek Award, one Exempt or Non-Exempt staff, minimum is 5 years at UMBC.

*(Staff employees with the title of Assistant Vice-President or higher are eligible for a Presidential, Jakubik, and Lupinek award but not eligible for Board of Regents awards.)*

### UMBC Presidential Distinguished Staff Award – Exempt

Any full-time Exempt staff member, including academic administrators, who has been employed at UMBC for at least seven years, is eligible. (An individual whose primary appointment is as a faculty member is not eligible.)

- Award recognizes exceptional performance, leadership and service by a member of the University staff.
- Selected recipient will have a career that is distinguished by dedication to the fulfillment of the campus' goals and mission, by professional accomplishments, and by campus service.
- Particular emphasis will be placed on contributions that have had a wide-ranging and enhancing influence on the entire campus community.
- The department head must be consulted before a name may be put forward. Each department may nominate only one employee in each category.
- Recipient will be honored at a spring 2024 campus event and will receive an award amount of \$2,500.

### UMBC Presidential Distinguished Employee of the Year – Non-Exempt

- Any full-time Non-Exempt staff member who has been employed at UMBC for at least five years is eligible.
- Award recognizes exceptional performance and/or service by a member of the University staff.
- Selected recipient will have extraordinary dedication to the fulfillment of the campus goals and mission.
- The department head must be consulted before a name may be put forward. Each department may nominate only one employee in each category.
- Recipient will be honored at a spring 2024 campus event and will receive an award amount of \$2,500.

### **Jakubik Family Endowment Staff Award**

- This award was established to recognize staff contributions toward the success of UMBC students
- All professional and non-exempt staff who have worked at UMBC for at least five years are eligible
- Examples of eligible positions include advisors, coaches, and residence life staff, but equally important contributions to students success are made by those who work behind the scenes in positions without whose work students' success would not be possible
- Staff contributions can be in any or all of the following areas:
  - Innovative advisement or student academic services
  - Excellence in teaching
  - Mentoring undergraduate students
  - Development of new programs to further the learning environment
  - Creative application of technology to the student learning process
- Recipient will be honored at the spring 2024 campus event and will receive an award amount of \$1,200.

### **Karen L. Wensch Endowment Award for Outstanding Non-Exempt Staff**

- A minimum of five years of service at UMBC and status as a non-exempt staff member are requirements for all nominees.
- This award was established to recognize outstanding non-exempt staff in one or more of the following areas:
  - Fully engaged with the UMBC community
  - Dedicated to UMBC
  - Routine performance above and beyond the requirements of the position
  - Extraordinary customer service, including with faculty, staff, students, and/or the public
  - Personal commitment and persistence in the work
  - Excellent problem-solving skills
  - High professional standards
  - Community involvement off campus
  - Advocate for non-exempt staff at UMBC
- Recipient will be honored at the spring 2024 campus event and will receive an award amount of \$2,000.

### **The Teresa Lupinek Endowment Award**

- A minimum of five years of service at UMBC and status as either exempt or non-exempt staff member are requirements for all nominees.
- The Teresa Lupinek Endowment Fund was established by President Freeman Hrabowski in memory of Lupinek's 34 years of outstanding service to UMBC. She held positions in the Career Development Center and the Office of the Provost and served with distinction for seven years in the Office of the President as Executive Administrative Assistant III.
- The fund was established to honor one exempt or non-exempt staff member each year whose work embodies many of the outstanding qualities for which Lupinek and her work were known:
  - Build bridges with other offices on campus
  - Treat others with graciousness, humility, equality, and dignity
  - Lived sense of social responsibility
  - Service to the UMBC community (not limited to committees)
  - Model of work-life balance
  - Engagement in life-long learning
  - Compassion for and listening to others
  - Foster teamwork to achieve excellence
  - Mentor colleagues
  - Live up to the mission and vision of UMBC
  - Guided by a spirit greater than self
- Recipient will be honored at the spring 2024 campus event and will receive an award amount of \$1,500.