



UNT Excellence in Leadership Staff Award Nomination Form

Overview:

The UNT Excellence in Leadership Staff Award recognizes executive staff leaders who illustrate outstanding efforts to contribute to the success of the University through their leadership and service. One recipient may receive an engraved award which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month.

Eligibility for Nominees:

- The staff member must be in a UNT retirement-eligible staff position for a minimum of two consecutive years.
- The staff member must hold an executive leadership position including Vice Provost, Associate/assistant Vice Provost, Associate/Assistant Vice President, Associate/Assistant Dean, or Dean who holds a staff line position.
- The staff member may not have received any formal disciplinary action or performance improvement plan within the twelve months prior to the nomination date.
- The staff member may not have received the award within the previous three years.
- The staff member must be an active employee through April 2025 to be an eligible recipient.

Process for Nomination and Selection:

- Nomination may be made by any UNT employee or student.
- Complete the fillable form, giving specific examples of how the staff member has met the criteria within the allotted word allowance. Additional attachments will not be accepted. Submit the completed document electronically or print and deliver to Human Resources, located in the Support and Services Building, 116H.
- Human Resources will verify eligibility for all nominations.
- All nominations will be reviewed by the Staff Awards and Recognition Committee and the top recommendations will be submitted to the President’s Cabinet.
- The final recipient(s) will be selected by the President’s Cabinet.

If you have questions regarding the nomination process, please contact **Human Resources** at Ashley.Reyes@untsystem.edu or 940-565-4363.

STEP ONE: Nominee and Nominator Information - Please provide the following information for both the nominator and employee being nominated for the reward.

| | Name | Employee ID (if known) | Department | Job Title | Affiliation to Nominee |
|------------|------|---------------------------|------------|-----------|---------------------------|
| Nominator: | | | | | |
| Nominee: | | | | | |

STEP TWO: In 500 words or less, use bullet points to give specific examples of how the nominee has met the following criteria:

- Serves as a role model to others, is accessible to their team, and demonstrates UNT’s caring attitude by fostering a work environment that promotes equity and access.
- Distills for team members how their work directly ties to the university’s mission, vision and purpose.
- Creates strong teams where each member is heard, supported and empowered to take initiative.
- Takes an active interest in the development and career growth of all team members.
- Enhances the campus environment by providing extraordinary services, activities, campaigns, or other initiatives.
- Develops and maintains positive relationships with students, faculty, and staff members to foster a culture of caring at UNT.

To submit nomination form:

- Step 1: Complete all the form fields
- Step 2: Download and save the form
- Step 3: Create an email to Human Resources at Ashley.Reyes@untsystem.edu with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email