



# Digital Innovation Award Nomination Form

## Overview:

The Digital Innovation Award acknowledges staff members who fuel innovation and digital transformation at UNT. The individual(s) who receive this award is/are known for being willing to seize strategic opportunities, work across the aisle, and galvanize teams of key stakeholders who collectively exceed expectations on the most innovative of initiatives.

Up to two recipients may receive a one-time payment of \$1,500 and a commemorative engraved gift, 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 at least six consecutive months.
- The staff member must hold a position lower than the level of Associate/Assistant Vice President.
- 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 5 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 or exceeded the criteria, and keeping within the allotted word allowance. Additional attachments will not be accepted. Submit the completed document electronically or print and deliver to Human Resources, 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 Division of Digital Strategy and Innovation for review and selection.

If you have questions regarding the nomination process, please contact **Human Resources** at [Ashley.Reyes@untsystem.edu](mailto: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:**

- Nominee has contributed above and beyond their established role in their willingness to serve, support, and fuel digital innovation.
- Nominee goes above and beyond by collaborating to eliminate barriers for students by effectively and efficiently addressing digital issues or divides.
- Nominee seeks out and takes an active interest in participating in creative, innovative, and forward thinking problem-solving to advance the student's digital experience.
- Nominee is able to galvanize teams of key stakeholders to work across the aisle to achieve digitally innovative goals and objectives.

**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](mailto:Ashley.Reyes@untsystem.edu) with "*Staff Appreciation Nomination Form*" in the subject line
- Step 4: Attach the completed form and send your email