

Staff Excellence Award

Eligibility requirements

- All non-faculty personnel are eligible who are full-time employees (40 hours per week), and who have completed two or more years of consecutive service to the College Medicine (COM).
- Outstanding Achievement and Performance: consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements; has made important and significant contributions in their area; has furthered the mission of the COM.
- Personal Interaction: consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization.
- Initiative and Creativity: has significantly improved a work process or system, or has significantly increased the efficiency of an operation or department; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities
- Nominations should be based on a truly exceptional standard of performance of duties, including the candidate's ability to be innovative within the job and address needs not specifically identified in the job description.
- Candidate should demonstrate contributions in presenting a positive image for the COM.

Nomination Procedures

- All nominations must be submitted by **Friday, March 19th** to **Michaela Beard (mbeard@uams.edu)** by **4:30 p.m.**
- Please indicate one of the four award areas (**Administration, Clinical, Education, and Research**). Each nomination must include the following documents, which may be uploaded in either word format or pdf format:
 - A nomination letter, not to exceed two pages in length, emphasizing criteria appropriate for the award from the immediate supervisor, department head or other appropriate administrator.
 - A brief summary statement about the nominee, not to exceed 450 words, to be used in the Awards Deans Honor Day Ceremony in the event the candidate is selected to receive the award for which he/she is nominated.
- All required documents must be provided. Incomplete nomination packets will not be reviewed by the Awards Selection Committee.

Final Process

- Staff Excellence Committee will meet and review all nominations. A winner will be identified for each of the four categories (**Administration, Clinical, Education, and Research**).
- Notifications will be relayed to the nominators and the four award recipients. The notification will include specific details about the award ceremony (the date, location, and time for Dean's Honor Day).
- Awards ceremony will take place during the Dean's Honor Day