# 2021 Outstanding Staff Awards - Nomination Worksheet

This form is provided to help you compose your responses to the prompts prior to completing either the individual or team online nomination. You may copy and paste your answers into the online form.

This year's Outstanding Staff Awards recognize performance excellence from July 2020 through June 2021.

[To skip to the prompts for a Team Nomination, click here.](#Team)

**Nomination for an Individual Award**

Eligibility

Nominees must be:  All regular staff and administration employees (with a position number) continuously employed on a position from July 1, 2020, through June 30, 2021, are eligible for nomination. To continue meeting eligibility, an employee must be employed on an established position thirty days prior to the awards ceremony to receive the award. Time spent in temporary (OPS) assignments will not count towards eligibility. Faculty, temporary, and UMSA employees are not eligible to be nominated for the Outstanding Staff Awards. However, faculty, temporary, and UMSA employees are welcome to participate in nominating staff and administration employees for recognition.

**Nominee Information**

Please enter the nominee's information.  To ensure accuracy, please use the Campus Directory to find and copy/paste the email address for the nominee. Link to the [USF Campus Directory](http://directory.usf.edu/).

|  |  |
| --- | --- |
| Nominee’s Name  |       |
|  Nominee’s USF Email  |       |
| Nominee’s College or Department |       |

For which campus does the nominee work?

* Sarasota-Manatee campus
* St. Petersburg campus
* Tampa campus (includes all locations for USF Health and College of Marine Science)

**Nominator information**

Please enter your information as the **nominator**.

|  |  |
| --- | --- |
| Nominator’s Name  |       |
| Nominator’s USF Email  |       |

**Nomination**

In 2020, President Currall introduced the Principles of Community developed by a diverse task force of USF community members. These Principles of Community are intended to serve as "the bedrock of our strategic renewal" as the University moves forward successfully into the future.

For more information about the Principles of Community, please visit: <https://www.usf.edu/president/principles-of-community/index.aspx>.

Preamble

We the students, alumni, faculty, staff, and administrators of the University of South Florida unite as a community to propel the success of "One USF." We celebrate our accomplishments and respect our complex differences. We commit ourselves to shaping the future in a community that cherishes justice, accessibility, and meaningful participation by all of its members. USF starts with US. In this spirit, we state the following Principles of Community.

Please describe how the employee’s actions/performance support USF’s Principles of Community (select all of the Principles of Community that apply):

* EXCELLENCE WITH EQUITY: We affirm the value of excellence. Our essential pursuit of truth and wisdom depends upon fairness and equity. We recognize that individual and collective excellence entails a responsibility to ensure that every member of our community has the opportunity to succeed.
* DIVERSITY WITH INCLUSION: We affirm the value of diversity, individual dignity, equity, and our common humanity. Diversity of lived experiences, thought, and values enriches our lives and our whole university community. We seek the intentional inclusion of the broadest possible range of these perspectives essential to a university with local, state, national, and global impact.
* FREEDOM WITH RESPONSIBILITY: We affirm the value of academic freedom and the inherent value of people’s right to express themselves respectfully, freely, safely, and with civility. We reject the demeaning acts of bullying, violence, prejudice, and discrimination as they undermine the community we aspire to be.
* DIALOGUE WITH RESPECT: We affirm the value of evidence and seek perspectives to foster productive communication, dialogue, and constructive disagreement. We listen respectfully and reject language that demeans any member of the community. We embrace differences by learning through open debate in a spirit of curiosity.
* TRANSPARENCY WITH ACCOUNTABILITY: We affirm the value of a clear and transparent working and learning environment that promotes honesty, fairness, and trust. We commit our time, talents, and resources to building a culture of caring that promotes the integrity of our relationships and the sustainable well-being of the entire community. We are personally responsible, across every level, for treating each other with respect, candor, and accountability.

***Please be concise and limit your responses to approximately 250 words for each prompt.***

Provide an example of how this individual's contributions go above and beyond performing their essential/core job functions (above and beyond may reflect attitude, behavior, and general approach to their work, what sets this employee apart from peers, etc.). (Up to 250 words)

Describe how the individual’s contributions help propel the success of "One USF." (Up to 250 words)

Describe how the individual’s contributions support our community ("community" may include staff, faculty, students, and the external community). (Up to 250 words)

***NOTE:*** *The prompts above should be limited to 250 words each. To check the number of words, highlight the text, and then review the number of words in the lower left-hand corner of the Word document.*



Nomination for a Team Award

Team Member Names

Teams may be comprised of up to a maximum of 10 employees and may include members from different departments within the same VP area. Team nominations allow for the recognition of a team of employees for its execution of a project, plan and/or initiative that demonstrates "above and beyond" performance and supports USF's Principles of Community.

The online nomination form will allow you to enter 2-10 team members; please be aware that you will need to add the name and USF email address for each team member.

**Team Location**

Do all team members work on one campus (Sarasota-Manatee, St. Petersburg, Tampa)?

* Yes
* No

Please select the campus at which the majority of team members primarily work.

* Sarasota-Manatee campus
* St. Petersburg campus
* Tampa campus (includes all locations for USF Health and College of Marine Science)

**Nominator Information**

Please enter your information as the **nominator**.

|  |  |
| --- | --- |
| Nominator’s Name  |       |
| Nominator’s USF Email  |       |

**Nomination**

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Preamble

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Please select which of USF’s Principles of Community the team's actions support (select all that apply):

* EXCELLENCE WITH EQUITY: We affirm the value of excellence. Our essential pursuit of truth and wisdom depends upon fairness and equity. We recognize that individual and collective excellence entails a responsibility to ensure that every member of our community has the opportunity to succeed.
* DIVERSITY WITH INCLUSION: We affirm the value of diversity, individual dignity, equity, and our common humanity. Diversity of lived experiences, thought, and values enriches our lives and our whole university community. We seek the intentional inclusion of the broadest possible range of these perspectives essential to a university with local, state, national, and global impact.
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***Please be concise and limit your responses to approximately 250 words for each prompt.***

Briefly describe the team's specific execution of a project, plan and/or initiative. (Up to 250 words)

Provide an example of how this team's contributions exemplify "above and beyond" performance (above and beyond may reflect attitude, behavior, and general approach to their work, what sets this team apart from others, etc.). (Up to 250 words)

Describe how the team's project, plan and/or initiative helped propel the success of "One USF." (Up to 250 words)

Describe how the team’s contributions support our community (“community” may include staff, faculty, students, and the external community). (Up to 250 words)

***NOTE:*** *The prompts above should be limited to 250 words each. To check the number of words, highlight the text, and then review the number of words in the lower left-hand corner of the Word document.*

