



**The University of Texas System**  
**Regents' Outstanding Employee Award**  
**Frequently Asked Questions**

**Can I self-nominate?**

Yes, you may nominate yourself if you meet all of the eligibility criteria by completing the nomination form and submitting three letters of support/recommendations to: [ROEAnominations@utdallas.edu](mailto:ROEAnominations@utdallas.edu).

**How do I nominate someone?**

You may nominate an employee if they meet all of the eligibility criteria by completing the nomination form and submitting three letters of support/recommendations to: [ROEAnominations@utdallas.edu](mailto:ROEAnominations@utdallas.edu).

**What are the eligibility criteria?**

The nominee must meet all of the following requirements:

- At least two years of consecutive service at UT Dallas by June 2018 and employed at the nominating institution the date of the award, June 2018
- Benefits-eligible employee, not contract or temporary
- Good standing (not under a formal disciplinary action), with the most recent performance evaluation reflecting a “meets expectations” or higher
- Not a member of the faculty

**Can I submit the letters of support as I receive them?**

No. In order for a nomination to be considered, all materials – the nomination form and three letters of support/recommendation – must be submitted to [ROEAnominations@utdallas.edu](mailto:ROEAnominations@utdallas.edu) at the same time. Incomplete nominations will not be considered.

**Are Research Assistants (RA) or Teaching Assistants (TA) eligible?**

No. These students may be considered for other student-related awards.

**Who will review the nominations?**

A committee appointed by the University's president or designee will review nominations and make final recommendations based on the efforts the employee has contributed to help improve UT Dallas based on the four eligibility criteria.

**Is there an overall awardee?**

Thirty awards will be given across all 14 UT System Institutions and the System Administration.

**What do awardees receive?**

Each of the 30 honorees will receive a \$10,000 monetary award and an invitation for the awardee and they are invited to bring a guest to attend a luncheon award ceremony in Austin on May 14 2018. While travel expenses, including hotel room and meal reimbursements, for the award recipient will be covered, any guests would need to travel at their own expense.

**Is the monetary award subject to payroll deductions?**

Yes, the monetary award will be sent to payroll and is subject to mandatory payroll deductions – taxes, Social Security, and Medicare (retirement is optional) – prior to receiving the award.

**When is the award ceremony?**

The award ceremony will be held on May 14, 2018.

If you have additional questions, please email [ROEAnominations@utdallas.edu](mailto:ROEAnominations@utdallas.edu).

