



**The University of Texas System**  
**Regents' Outstanding Employee Award**  
**Nomination Overview and Form**

**Overview**

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President Richard Benson and the Staff Council of the University of Texas at Dallas are happy to announce a call for nominations for the inaugural **2018 Regents' Outstanding Employee Award**.

The University of Texas System Board of Regents approved the establishment of an annual Regents' Outstanding Employee Award (ROEA), created to recognize full-time, benefits eligible, non-faculty employees that have shown superior performance, innovation, outstanding customer service and teamwork. Employees across **all job categories** are eligible and will be considered equally.

UT Dallas will be nominating at least 4 employees for this prestigious award. Please review the instructions and use the form below to nominate an employee you feel meets the criteria for this significant award and submit materials to [ROEAnominations@utdallas.edu](mailto:ROEAnominations@utdallas.edu) by January 26, 2018. A committee formed by the president or designee will review nominations and make final recommendations based on the efforts the employee has contributed to help improve UT Dallas within the institution's mission, vision and goals.

The University of Texas System Employee Advisory Council reviews applications and makes recommendations to a selection committee composed of UT System Administration executive officers, who will select 30 awardees from among the fourteen UT System institutions, plus the UT System Administration. **Awardees receive a \$10,000 monetary award and an invitation for the awardee and a guest to a luncheon award ceremony in Austin on May 14, 2018.**

**Eligibility Criteria**

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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 at 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

## Letters of Recommendation

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The nomination must include three (3) letters of support/recommendation from university stakeholders. Each letter should reference at least three of the four criteria below.

- **Superior Performance** — Displays superior performance to the highest standards of excellence at their job and their commitment to ongoing improvement.
- **Outstanding Customer Service** — Embodies the standards that UT Dallas values when it comes to customer service and expectation of operational excellence.
- **Innovation/Inspiration** — Endeavors to develop new knowledge, enhance UT Dallas' image, or to improve or change administrative operations and functions to support our institutional vision, mission, values and core priorities.
  - *Acts that enhance the image of UT Dallas and/or community outreach*
- **Teamwork** — Works collaboratively and with a shared purpose, drawing on diverse backgrounds, talents and ideas and bringing an unwavering integrity to everything they do.

At the UT System level, supplemental articles and pictures may be submitted for consideration but will not be returned. Please do not submit videos, DVDs or links to online content as these items will not be considered.



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**Submission Form**

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Attach this form plus three letters of support or recommendation to [ROEAnominations@utdallas.edu](mailto:ROEAnominations@utdallas.edu). Please submit by midnight on **January 26, 2018**.

è **Submit the nomination packet in full, with all elements in one email.**

è **Incomplete or late nominations will not be considered.**

**Name of Nominee:** \_\_\_\_\_

**Nominee Email:** \_\_\_\_\_

**Years of Service at UT Dallas:** \_\_\_\_\_

**Nominee's Immediate Supervisor:** \_\_\_\_\_

**Immediate Supervisor's Email:** \_\_\_\_\_

Letters of Recommendation Include the Following:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_