

UCF's GABOR A&P Excellence Award

You are invited to participate in the University of Central Florida's Excellence Award nominations, sponsored by The GABOR Agency. The purpose of this awards program is to recognize, appreciate and celebrate outstanding job performance of selected A&P employees. Individuals or groups who have first hand experience with an employee's outstanding job performance are invited to make nominations. The candidate chosen for this award will be announced at the Annual Employee Awards Program in July 2008, and the employee will receive a check for \$2,500. All nominations must be received in Human Resources no later than **May 1, 2008**.

UCF Excellence Award Eligibility Criteria (will be verified by HR):

- Nominee is a non-unit Administrative & Professional (A&P) employee in good standing with a minimum of one (1) year of continuous university service.
- Nominee can only receive this award a maximum of one (1) time every five (5) years.
- Nominee contributions should extend beyond those that are expected of the employee during the normal course of performing his/her duties.
- Nominees should demonstrate the high standards and excellence expressed in the UCF Mission, Vision and Goals, listed below. We encourage all nominators to keep these in mind when identifying individuals to be considered for this award.

UCF Mission Statement

The University of Central Florida is a public multi-campus, metropolitan research university, dedicated to serving its surrounding communities with their diverse and expanding populations, technological corridors, and international partners. The mission of the university is to offer high-quality undergraduate and graduate education, student development, and continuing education; to conduct research and creative activities; and to provide services that enhance the intellectual, cultural, environmental, and economic development of the metropolitan region, address national and international issues in key areas, establish UCF as a major presence, and contribute to the global community.

UCF Vision

The University of Central Florida will be the nation's *leading metropolitan research university* recognized for its intellectual, cultural, technological, and professional contributions and renowned for its outstanding programs and partnerships.

UCF Goals

- Goal 1: Offer the best undergraduate education available in Florida.
- Goal 2: Achieve international prominence in key programs of graduate study and research.
- Goal 3: Provide international focus to our curricula and research programs.
- Goal 4: Become more inclusive and diverse.
- Goal 5: Be America's leading partnership university.

UCF Values & Creed:

- Integrity:** I will practice and defend academic and personal honesty.
- Scholarship:** I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
- Community:** I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.
- Creativity:** I will use my talents to enrich the human experience.
- Excellence:** I will strive toward the highest standards of performance in any endeavor I undertake.

UCF's GABOR A&P Excellence Award Nomination Form

Instructions:

Upon completion, return this form with nomination letter, in an envelope marked confidential, to:
Human Resources, OD & Training, Zip+4: 2912.

All nominations must be received in Human Resources no later than **May 1, 2008**.

PART A

Print or type responses to the following questions:

Nominee/Employee Name: _____

Nominee/Employee Title: _____

Nominee/Employee College or Division: _____

Nominee/Employee Department: _____

Nominee/Employee's Dean, Director or VP: _____

Your (Nominator) Name: _____

Your (Nominator) Department: _____

Your (Nominator) Phone Number: _____

PART B

Please attach a letter which highlights the nominee's specific outstanding accomplishments. Be concise, but include contributions beyond those that are expected of the employee during the normal course of performing his/her duties. Describe how this performance or special accomplishment has impacted the university. (For example, evidence of extraordinary creativity or innovation; demonstrated action which resulted in improved departmental/university performance, enhanced operations, or increased service to students, faculty, staff, customers; contribution to a positive work environment; or, support of the vision and values of the University.

PART C

Nominator must send/deliver this form to the employee's Dean, Director or VP to endorse.

I agree with and endorse this nomination:

Print Name & Title

Signature

Date

Nominee's Dean/Director/VP

PART D

Please return this form, with the nomination letter, in a sealed envelope by **May 1, 2008
Human Resources - OD & Training Zip+4: 2912**

Thank you for taking time to recognize outstanding contributions!

Questions? Call Human Resources OD & Training: 407-823-0440