



Office of Facilities & Economic Development

Employee Award Program

Nomination Form

Overview:

The Office of Facilities & Economic Development (F&ED) oversees the operations of Auxiliary Services, Economic Development, Facilities Management and Real Estate Management. While each of these entities is crucial to the University's overall achievements, success cannot be attained without the diligent efforts of each of our team members. The Facilities & Economic Development Awards program provides an opportunity to recognize some of the most exceptional F&ED workers who have consistently exceeded expectations as they work and serve the UT Dallas community.

Thank you for taking time to nominate your fellow team members for recognition. Please note, all submitted comments will be kept confidential.

Eligibility:

- The staff member must be full-time/part-time, or a student employee. Members of the awards committee are not eligible to receive an award.

Process for Nomination:

- Nominee must be a F&ED employee.
- Complete the Employee Award Nomination Form and return to fed@utdallas.edu by **November 10, 2023**.
- Please ensure that all fields in the nomination form are complete and accurate.
- Provide specific examples of how the nominee has met the criteria for the selected award category.

Criteria:

The F&ED Service Excellence Award

- A person that embodies the core values of F&ED: Service excellence, innovation, community partnerships, sustainability, and results oriented
- Continuously seeks ways to improve satisfaction when providing services to various members of the university community (students, staff, faculty, visitors)
- Builds a community within the department
- Eliminates barriers by communicating and collaborating with others to address a need

The Innovator Award

- Provides creative solutions to problems and thinks outside of the box
- Suggests new ways to improve the quality of services or programming
- Consistently brings new ideas to the team

The Rising Star Award

- A new addition to the team (1 year or less of employment within F&ED)
- Shows significant potential to be a star employee at UTD
- His/her work performance surpasses or exceeds the job description, and he/she demonstrates commitment to the team and university
- Has contributed a significant amount of positive impact on the team

Office of Facilities & Economic Development

Employee Award Program

Nomination Form

The Sam Eicke Behind the Scenes Award *(Formerly known as the Behind the Scenes Wonder Award)*

- Provides quality work behind the scenes that contribute to the success of operations, programs or projects
- Someone whose distinguished work makes everything go smoothly for everyone else
- Performs above and beyond the call of duty to ensure the smooth sailing of various operations

Selection Process:

The F&ED award recipients are selected by a committee formed by F&ED employees. The committee decisions are based on the information submitted by the nominator(s). Once a decision is made the nominee will be announced and awarded at our New Year's event.

If you have any questions, please feel free to contact Ben at benjamin.hong1@utdallas.edu.

**Office of Facilities & Economic Development
Employee Award Program
Nomination Form**

Nominator

Name: _____

Department: _____ Position: _____

Email: _____ Phone: _____

Nominee

Name: _____

Department: _____ Position: _____

Email: _____ Phone: _____

Nominating Award

Please select one award that the person will be in consideration for.

The F&ED Service Excellence Award

The Innovator Award

The Rising Star Award

The Sam Eicke Behind the Scenes Wonder Award

What is your Affiliation with the Nominee?

How Does This Person Embody This Award? (500 word limit)

Provide Example(s) within the Past 12 Months of How This Person Acted in Accordance to the Criteria of the Award. (500 word limit)