



# Office of Facilities & Economic Development

## Employee Award Program

### Nomination Form

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#### **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](mailto:fed@utdallas.edu) by, **November 11<sup>th</sup>, 2022.**
- 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

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**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 Holiday Party.

If you have any questions, please feel free to contact Ben at [benjamin.hong1@utdallas.edu](mailto: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)**