

**University of Michigan-Flint Staff Council  
2019 Staff Recognition Award**

Items to consider when developing a nomination:

1. Complete nominations – it is suggested that a *minimum of 300 words* be submitted for each criterion. In addition to the length of the submission, please be sure to include *specific examples* as to how the person demonstrates the criterion. This is important so that the committee is able to fully understand and appreciate the nominee’s contributions and their impact.
2. Supplemental materials – although optional, *providing supplemental information is extremely helpful* as it offers a broader picture of the nominee’s role and how that role fits into the department, unit, and university. The most useful materials are those that illustrate *specific examples*, such as letters from colleagues or students. Items such as resumes, curriculum vitae, or departmental brochures are also important, but require a certain amount of interpretation on the part of the committee; i.e. the committee might not be able to understand the nominee’s contributions based on these items.
3. Multiple perspectives – Given the extraordinary merit of those nominated, “competition” is strong. Thus, the committee has to find ways to prioritize one nomination over the other. In doing so, we found that it was most helpful when a *variety of perspectives were represented in the nomination materials*. For example, it is important for the committee to be able to visualize the exemplary way in which the nominee performs his/her job duties, but also the ways in which their performance *contributes to the work of others* (faculty, staff and students; within department, unit, university, or community). This is best done via the inclusion of other voices within the nomination. Additionally, the nominee’s work needs to be made explicit and separate from the work of those they supervise (if applicable).

These suggestions are obviously general in nature, but are reflective of key themes that have emerged from the deliberations of the selection committee in prior years.