

**OFFICE OF GLOBAL ENGAGEMENT (OGE)
FACULTY AND STAFF AWARD
APPLICATION/NOMINATION**

Instructions

Please complete the form below.

A complete application packet must also include, 1) a statement from or about the nominee in support of their nomination, and 2) a statement of endorsement from someone other than the nominee or applicant which supports and verifies the nomination.

Complete application or nomination packets must be received by 1 April 2020. Please submit all materials by email attachment to oge@uic.edu.

Nominee's name:

Nominee's department/unit:

Date the nominee's employment started within OGE (Month & Year):

If the nominee received the OGE Award previously, note the most recent year below:

Contact Information of the Nominee or Applicant's Endorser/Verifier:

Name:

Unit:

Email address:

Telephone number:

Please submit the completed form by email attachment to oge@uic.edu.

Statement from or about the Nominee: Describe in as much detail as possible how the nominee has been successful as related to the award criteria (1000 words maximum). **Send by email attachment to oge@uic.edu.**

Endorsement statement (not from the nominee): Please speak to the merits of the nominee, particularly the elements of the Statement from or about the nominee. (500 words maximum). **Send by email attachment to oge@uic.edu.**

Office of Global Engagement (OGE) Faculty and Staff Awards Program

The OGE Faculty and Staff Awards recognize and encourage exemplary performance among OGE faculty and employee who demonstrate a commitment to OGE's mission of increasing, supporting and maintaining UIC's comprehensive internationalization and global engagement.

Number and Amount of Awards

- Maximum of 3 per year.
- Awardees will receive \$1,500, a certificate and a feature in the OGE newsletter.
- Awards will be announced at the spring OGE staff meeting.

Award Criteria

- Outstanding Service
- Innovation
- Leadership
- Collaboration

Nomination Deadline, Process and Required Documentation

- Nomination deadline will be 1 March (except the first year when it will be 1 April).
- Nominees may self-nominate or be nominated by another UIC staff or faculty member.
- Application packets must include the following:
 - Nomination form that includes the personal information of the nominee and contact information for a colleague who will endorse (and verify) the statements regarding the nominee's achievements.
 - Statement by the nominee or nominator (750-1000 words in length) summarizing the nominee's key achievements as related to the award criteria.
 - Endorsement (500 words in length) from the endorser listed on the nominee's or nominator's form.

Eligibility

- Any current staff or faculty member of an OGE unit that has at least a 50% appointment and has worked in OGE (including UIC Global) for a minimum of one year at the time of application or nomination is eligible for the award.
- Directors or executive directors within OGE are not eligible.
- The awardees from the immediately preceding three years are not eligible.

Award Criteria

Awardees will demonstrate a significant impact upon their units, OGE or UIC in as many as possible of the categories listed:

- **Outstanding Service**
 - Performs duties above and beyond what is normally expected.
 - Uses knowledge and expertise to troubleshoot and solve problems.
 - Completes tasks thoroughly and thoughtfully.

- Supports students, faculty and co-workers enthusiastically and consistently.
- **Innovation**
 - Identifies ways to improve upon or create better processes AND operationalizes the proposed solutions.
 - Implements change in a positive manner and strives to ensure success.
- **Leadership**
 - Inspires, motivates and empowers others.
 - Assumes leadership responsibility even when it is not expected.
- **Collaboration**
 - Solicits and welcomes diverse viewpoints and fosters a culture of respect.
 - Establishes and maintains effective partnerships within the home unit or across departments.

Review Committee Membership

- During the first year the OGE directors/executive directors will serve on the review committee. During the second year a select number of OGE directors/executive directors will serve on the review committee with the past year's awardees.
- During subsequent years the review board will be selected from past years' award recipients chosen to ensure there is representation from the different OGE units.

Review Committee Procedures

- A standardized scoring rubric will be used for reviewing nominations.
- The endorsement document will be read by the committee under "blind review."
- Nominees will be evaluated only on their demonstrated merits as indicated in the packet.
- The maximum number of awardees will be three but there will be no minimum number.