**2025 – 2026 Board of Regents Staff Awards**

**EXEMPT NOMINATION GUIDELINES**

A Council of University System Staff (CUSS) initiative, the University System of Maryland Board of Regents Staff Awards represent the highest honor for achievements of staff employees from institutions within the system who demonstrate extraordinary achievements in five non-exempt and five exempt categories.

The nominee’s achievements should focus on the **impact** they have had on their department, institution, and/or campus community within one of five categories:

* Exceptional Contribution to the Institution and/or Unit
* Diversity, Equity, Inclusion, and Belonging
* Effectiveness and Efficiency
* Extraordinary Public Service for the University or Greater Community
* Outstanding Service to Students

**Eligibility**:

1. Nominee must be a staff employee of the University System of Maryland community, including all staff employees in Regular and Contingent II status.
2. Nominee must have been employed within the USM for at least five (5) consecutive years, and in an exempt position at the time these awards guidelines are released (approximately July). Award recipients must still be employed in the USM at the time awards are announced (approximately March).
3. Any USM employee or student may nominate an eligible staff employee with their knowledge and consent. Self-nominations are accepted.

**AWARD CATEGORIES & CRITERIA**

**Exceptional Contribution to the University and/or Unit to which the Person Belongs:**

* This award showcases staff who have demonstrated a track record of specific accomplishments over the course of their time working in the USM.
* Recipients of this award excel in multiple areas such as, but not limited to: implementing creative approaches to improving processes and/or contribute to the success of the home unit / institution; staff in non-supervisory roles who provide leadership, team building and/or mentoring; staff in supervisory roles who consistently grow their unit / institution by supporting, mentoring, and advocating on behalf of their direct reports.

**Diversity, Equity, Inclusion, and Belonging:**

* This award highlights a staff member who has put forth effort to cultivate an environment where all employees feel valued, respected, and supported, regardless of their position, status, identities, or other personal attributes.
* Recipients of this award actively promote multicultural understanding, equitable practices, and a sense of belonging emphasizing the importance of diverse perspectives in achieving common goals.

**Effectiveness and Efficiency:**

* This award recognizes exemplary staff with innovative ideas or approaches for leveraging existing resources that, when implemented, serve to further the Efficiency and Effectiveness (E&E) Initiative of the University System of Maryland.
* In 2015, USM launched E&E 2.0, which aims to enhance student success, continue innovation in teaching and learning, reengineer administrative processes, and reduce costs.
* Complete nomination packets in this category must include (somewhere in the application materials): a brief description of the innovation and its potential benefits and magnitude (single institution, multi-institution, system-wide). The recipient may be invited to address the Board of Regents.

**Extraordinary Public Service for the University or Greater Community:**

* This award celebrates an staff member with a passion for and dedication to a project and/or cause and specific accomplishments that leverage the outreach and service priorities of the institution/system.
* Recipients of this award have, throughout their USM career, sustained a collaborative commitment to improving the greater community. The award recognizes contributions in and through their role in the USM rather than as a private citizen.

**Outstanding Service to Students:**

* This award recognizes a staff member who has consistently prioritized student success throughout their USM career and has a track record of making a difference and impact in students’ lives.
* Recipients of this award have consistently led or contributed to programs and initiatives that have positively impacted and/or transformed the student experience.

**APPLICATION REQUIREMENTS**

For the preliminary submission at the institutional level, the following materials are required:

1. **Cover Sheet**: completed in full and signed by the nominator. Contact information (email and work phone number) is required.
2. **Nomination letter** (1000-word maximum): addressed to the Board of Regents, this must identify the specific award category and document the nominee’s exemplary performance in that area. Signature and contact information (email and work phone number) are required.
3. **Position description** (500-word maximum): must include the purpose and specific job duties listed in detail. The position description must be signed by the nominee’s direct supervisor.
4. **Three (3) recommendation letters** (500-word maximum each): addressed to the Board of Regents, each letter must identify the specific award category and document the nominee’s exemplary performance in relation to the award category. Signature and contact information (email and work phone number) are required.

**BOARD OF REGENTS STAFF AWARDS (EXEMPT)**

**NOMINATION COVER SHEET**

**NOMINEE INFORMATION**

Name:

Email:       Office phone:

USM Institution:  Department / Unit:

Position Title:

Years in current position:       Years at current institution:       Years in USM:

Award category (select one):

[ ]  Exceptional Contribution to the University and/or Unit

[ ]  Diversity, Equity, Inclusion, and Belonging

[ ]  Effectiveness and Efficiency

[ ]  Extraordinary Public Service for the University or Greater Community

[ ]  Outstanding Service to Students

**NOMINATOR INFORMATION**

Name:

Email:       Office phone:

USM Institution: Department / Unit:

Position Title:

The nominator should collect the following materials for the preliminary deadline:

[ ]  This cover sheet, completed and signed

[ ]  Nomination letter (see attached form)

[ ]  Position description (see attached form) completed and signed by nominee’s direct supervisor

[ ]  Recommendation letter #1 (see attached form), completed and signed

[ ]  Recommendation letter #2 (see attached form), completed and signed

[ ]  Recommendation letter #3 (see attached form), completed and signed

**NOMINATION LETTER**

Board of Regents,

Nominator name:

Signature:      Date:

**NOMINEE POSITION DESCRIPTION**

Supervisor name:

Signature:      Date:

**RECOMMENDATION LETTER #1**

Board of Regents,

Recommender name:

Signature:      Date:

**RECOMMENDATION LETTER #2**

Board of Regents,

Recommender name:

Signature:      Date:

**RECOMMENDATION LETTER #3**

Board of Regents,

Recommender name:

Signature:      Date: