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

**NON-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:

* Making a Difference to the Campus
* Diversity, Equity, Inclusion, and Belonging
* Excellence in Performance
* Excellence as a Team Player
* Outstanding Role Model

**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 a non-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**

**Making a Difference to the Campus:**

* This award showcases staff who have impacted the broader campus community, reaching outside of their department.
* Impact could include contributions such as: improving the campus environment, fostering cross sectional collaboration, enhancing campus life, or initiating successful projects that benefit the campus as a whole.

**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.

**Excellence in Performance:**

* This award highlights exceptional work specific to their position or department, demonstrated by effectiveness in job performance, resulting in significant contributions to their department's goals.
* Recipients of this award consistently meet/exceed expectations, display a high level of professionalism, and set a benchmark for quality and excellence within their field.

**Excellence as a Team Player:**

* This award celebrates an individual who consistently demonstrates outstanding collaboration, communication, and support within a team.
* Recipients of this award go above and beyond to foster a positive work environment, contribute to collective goals, and uplift their peers. They strive in showcasing a commitment to the success of the entire team rather than just individual achievements.

**Outstanding Role Model:**

* This award recognizes individuals who not only embody admirable qualities and behaviors but also actively engage in formal or informal mentoring of others.
* Recipients of this award embody the values and standards of the organization, inspire colleagues through their actions and attitude, and positively influence the workplace culture.

**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. **Two (2) 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 (NON-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):

[ ]  Making a Difference to the Campus

[ ]  Diversity, Equity, Inclusion, and Belonging

[ ]  Excellence in Performance

[ ]  Excellence as a Team Player

[ ]  Outstanding Role Model

**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

**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: