



## STAR of the QUARTER AWARD

UW Bothell Administration and Planning employees have an opportunity each quarter to be nominated for the Service Team Achievement Recognition (STAR) Award. Please see the following information on how to nominate an individual for this award.

### Eligibility:

- 1) To be eligible for the award, the nominee must be a permanent full-time or permanent part-time employee of an Administration and Planning department at UW Bothell (F&A, Facility Services, Security & Campus Safety, HR, or the Vice Chancellor's Office).
- 2) An employee may not be selected as the STAR Award recipient more than once each calendar year.
- 3) There is no limit to the number of times an eligible employee may be nominated.

### Award Criteria:

The STAR Award recipient will be an employee who meets the criteria above and has:

- 1) performed his/her regular duties in a satisfactory manner during the quarter for which he/she is nominated, meeting attendance and other expectations, and
- 2) accomplished one of the following:
  - (a) made a noteworthy contribution to the group or campus, or
  - (b) completed a project in an exemplary manner, or
  - (c) assisted co-workers or customers in an exemplary manner, and
- 3) been nominated and selected according to the procedure in this document.

### Awards:

In addition to campus-wide recognition, a STAR Award certificate, a STAR Award placard, and a \$50 gift certificate will be awarded on a quarterly basis to one employee per quarter (four STAR Award recipients each year).

### Nominations:

- 1) Nominations may be made by any UWB faculty, staff or student, as well as any Cascadia Community College faculty, staff or student (due to some employees serving both institutions), and supervisors may nominate employees in their own group (or other groups) for an award.
- 2) Prior to final selection for the award, the appropriate Selection Committee member must determine the employee considered meets Award Criteria #1 above.

### Selection:

A Selection Committee comprised of members of the Administration and Planning Leadership Team will select the nominee who best meets the criteria each quarter. The selection process will be confidential, and all decisions will be final.

**Type of Recognition:**

- 1) The STAR Award will be announced in a campus-wide email and in the Administration and Planning newsletter.
- 2) The award recipient's name will be added to STAR Award plaque.
- 3) The appropriate supervisor will present the STAR Award recipient with a \$50 gift certificate, a STAR placard, and a STAR Award certificate at a staff meeting or on another suitable occasion.
- 4) Recipients will be recognized at the UWB Staff Appreciation Lunch held each summer.

**Nomination Procedure:**

- 1) Nominations are to be submitted to the Office of Administration and Planning, Box 358520, or delivered to UW1-260D, throughout each quarter.
- 2) The nomination period is open. The award recipient will be determined at the start of each quarter for nominations received to date.
- 3) Nominations must be in writing and contain the name of the nominee and other information as shown on the attached form.
- 4) Nomination forms will be available in the Administration and Planning office, will be available for pickup at UW1-260D, and will be distributed electronically with the reminders.

**Notes:**

Being nominated for, or winning a STAR award will not affect eligibility for the Staff Appreciation Award, or other UW Bothell awards or recognition.

Administration and Planning reserves the right to revise this procedure as necessary.

# STAR AWARD NOMINATION FORM

Quarter \_\_\_\_\_

Employee Nominated \_\_\_\_\_ Office \_\_\_\_\_

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## STEP I. SELECT CRITERIA

The employee accomplished the following (check all that apply) during the quarter:

- A.  Made a noteworthy contribution to the unit or campus.
- B.  Completed a project in an exemplary manner.
- C.  Assisted co-workers or customers in an exemplary manner.

## STEP II. DESCRIBE ACCOMPLISHMENTS

Describe the employee's accomplishments (your nomination will be given greater consideration if you give specific reasons and details, but please limit comments to one page).

## STEP III. SIGN AND DATE (Optional)

Person Nominating \_\_\_\_\_ Date \_\_\_\_\_

Signed

## STEP IV. SUBMIT TO OFFICE OF ADMINISTRATION & PLANNING, BOX 358520.