The College of Medicine Employees of the Year award recognizes outstanding contributions by staff employees whose major job responsibilities are in the areas of research, teaching, patient care or administration. Four employees, one from each area, will receive the award. The prize for each of these four winners is $300.00 plus an inscribed plaque. The employees’ pictures will be displayed on the Employees of the Year recognition plaque.

Any member of the College of Medicine community (staff, faculty, or students) can make nominations. The candidates must be on the College of Medicine payroll and the following criteria should be considered when making nominations.

1. Work Performance
2. Motivational Factors
3. Attitude
4. Productivity Enhancement
5. Contributions Beyond Job Responsibilities
6. Employment of at least one year in the College

Forms may be submitted to Mary Skala, Department of Emergency Medicine (M53 UKMC, 0298). All nominations are confidential. A review committee made up of one (1) department administrator and one (1) staff each from the areas of research, patient care, administration and teaching will review all nominations. Committee members are ineligible for receipt of the award for that year. Employees can only win the award every three (3) years to allow all the College’s outstanding employees the chance to be recognized. Upon receipt of a nomination, the committee will interview the nominees’ supervisors and references. The nominations will then be ranked independently by each member of the committee after reviewing their performance based on the above criteria and rankings will be totaled to choose the winners.

The deadline for submission of nominations is April 15, 2003. The evaluation period is the previous calendar year. The Committee review completion date is June 1, 2001. The Dean will announce the winners at a Council of Chairs meeting.

Nomination Form

CHECK ONE:

Patient Care Award
Administrative Award
Research Award
Teaching Award

Nominee’s Name: ____________________________
Department/Section: _______________________
Position Title: ________________________________
Supervisor’s Name: _______________________________________
Telephone #: ______________________________________

1. Describe specific examples of outstanding job performance.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Describe personal qualities that distinguish this nominee, examples that demonstrate positive interaction with others, exemplary attitude, enthusiasm, initiative, reliability, or other commendable traits.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Describe any additional outstanding services and/or activities performed by the nominee that are not covered in your prior statement, not necessarily job related.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

References (two additional people we can contact):

Name: ___________________________________ Telephone #: __________________________
Name: ___________________________________ Telephone #: __________________________
Signature of Nominator: ____________________________ Print Name: ______________________

(If you need additional space in any of the areas above, please feel free to write on the back of this form)