AWARD CRITERIA AND NOMINATION PROCESS

University of Hawai‘i at Hilo
OUTSTANDING UNIVERSITY SUPPORT EMPLOYEE AWARD

Description
Presented to a university support service employee who has made significant contributions to the University of Hawai‘i at Hilo.

Eligibility and Nomination
1. Nominee must be working as a secretarial, clerical, technical or paraprofessional employee at the University of Hawai‘i at Hilo.
2. Nomination must be an individual nomination – no group or team nominations.
3. Nominee must go beyond the call of his/her duties.
4. Nomination form and deadline information can be found online at Faculty and Staff Awards.

Criteria
Criteria for nomination include (but are not limited to) exceptional contributions to:
1. Develop procedure(s) to save UH Hilo money or make operations more efficient.
2. Show sustained superior performance on the job.
3. Exemplify excellence in service to students, faculty, staff and the general public.
4. Other related criteria.

Selection Committee
1. Members of the selection committee will be appointed by the chancellor.
2. If a member of the selection committee is a nominee, s/he will be replaced by another representative from the appropriate unit.
3. Members of the committee may not nominate or actively support a nominee. A committee member who attempts to do so will be replaced by another representative from the appropriate unit.
4. The selection committee will evaluate the nominations and determine the finalist.
5. The selection committee will forward its recommendation for the award to the chancellor.

**Procedure**

Administrators, faculty, staff or students may nominate candidates for the award. For a valid nomination, please follow these rules:

1. A completed nomination form.
2. One form must be used for each nomination.
3. A statement of reasons for nomination.
4. Nomination must be received by the deadline.