

**UCD STAR PLAN NOMINATION FORM
NON-REPRESENTED AND CX STAFF ONLY
PLAN YEAR JULY 1, 2017 – JUNE 30, 2018**

PART ONE: To be completed by the individual making a nomination of an eligible employee.

- Individual Award
 Team Award (complete separate form for each team member)

NAME OF NOMINEE

DEPARTMENT

PAYROLL TITLE

SUPERVISOR

Justification: (Please state the nominee's qualifications for this award, including as much specific information as possible concerning demonstrated actions which resulted in one or more of the following: *Exceptional performance:* Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality. *Creativity:* One-time innovation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures. *Organizational abilities:* Exhibits extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness. *Work success:* Significantly exceeding productivity, customer service, or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served. *Teamwork:* Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department/unit.)

NAME OF NOMINATOR

PHONE

SIGNATURE OF NOMINATOR

DATE

NOMINATOR'S TITLE

NOMINATOR'S DEPARTMENT

PART TWO: To be completed by department administrators. If approved, forward to the appropriate Dean, Vice Provost, or Vice Chancellor for final review and approval.

1. Rating on most recent performance evaluation: _____
2. Nominee's Classification and Annual Pay Rate: _____
3. Amount of award: \$ _____ % of Award: _____
(may not exceed 10% of annual pay rate or \$10,000 whichever is less)
4. Nominee's Date of Hire: _____
5. Nominee's Appt Type: Career Casual-restricted (student employee)
6. Comments of Supervisor (if different from nominator): _____

SIGNATURE OF SUPERVISOR

DATE

7. Comments of Department Head: _____

APPROVAL OF DEPARTMENT HEAD/DIRECTOR

DATE

8. Account/Fund Number from which employee is paid: _____

PART THREE: To be completed by Provost, Dean or Vice Chancellor. Approval is required for awards between \$501 and \$4,999.

9. Award: Approved Denied

APPROVAL OF PROVOST, DEAN, OR VICE CHANCELLOR

DATE

PART FOUR: To be completed by the Office of the Chancellor. Approval is required for awards of exceeding \$5,000.

10. Award: Approved Denied

APPROVAL OF CHANCELLOR

DATE