Criteria for 2018 Exceptional Merit Award in Mathematics for Non-Instructional Staff

Purpose
The Exceptional Merit Award in Mathematics for Non-Instructional Staff is designed to annually recognize a staff member who exhibits excellence in his or her work.

Eligibility
Eligibility requirements are as follows:
1. Must be employed by the Department of Mathematics in the classification of Civil Service, Academic Professional, or Visiting Academic Professional and perform a support function with no teaching responsibilities.
2. A person who receives an Exceptional Merit Award in Mathematics for Non-Instructional Staff will not be eligible for nomination during the next three-year period.

Non-Instructional Staff eligible for this award are:

Bergman, Jane  Luesse, Paula
Brewer, Aaron  Machado, Ernesto
Bruning, Caitie  Mullen, Tony
Butson, Kerry  Murphy, Anuradha
Byers, Ann  Ngyard, Andrew
Champion, Alison  Schmidt, A.J.
Childress, Matt  Schoenrock, Zac
Corkery, Tori  Szuta, Patryk
Currid, Peggy  To, Jin Hyung
Daly, Kay  Tucker, Theresa
Drennan, Mark  Vonk, Liz
Holmes, Amber  Watson, Dave
Kramer, Paul  York, Toshua

These individuals are not eligible because of receiving award within last 3 years:
• 2017 Marci Blocher
• 2016 Adrienne Harris
• 2015 Broderick Williamson

Nomination Process and Required Materials
• Nominations may be made by Department of Mathematics staff, faculty, or students by submitting a nomination statement.
• A letter of reference is required from the supervisor of employee being nominated.
• Nominations should be kept confidential.

Nomination Statement
The nomination statement should address the following:
1. A brief description (approximately one paragraph) of the nominee's job responsibilities.
2. Descriptions of how the nominee meets any of the award criteria:
   • Demonstrates excellence in overall work performance
   • Promotes positive morale through a congenial, supportive attitude and by providing service to others
   • Puts forth an effort to improve self as well as to develop and recognize others
   • Exhibits initiative and creativity resulting in improved operating efficiency of the department and/or university
   • Enhances the image of the department and/or university
Selection Committee Composition
The committee responsible for awarding the Exceptional Merit Award in Mathematics for Non-Instructional Staff consists of:

- The Math Prizes Committee with input from 1 graduate student and 1 staff member both appointed by the Prize Committee.
- Committee members are not eligible to nominate a candidate nor write a letter of reference.

Award
The recipient will receive a one-time $500 award.

Nomination Deadline
Nominations are due by 11:59 PM on February 12, 2018 to the Math Prizes Committee at mathprizes1718@math.uiuc.edu.

Award Announcement
The announcement of the recipient of the award will be made at the department’s award ceremony.