

## Overview

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The purpose of the UTRGV Team Excellence Award is to recognize and honor outstanding team contributions that foster the university's mission and institutional core values.

Award recipients' selection will be based on the impact that teams have made on the institutional core priorities, and how their teamwork reflects the institutional values throughout the development and/or implementation of the project. Award recipients will be presented at the Staff Service Award Ceremony.

## Eligibility Criteria

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Nominated teams demonstrating the following:

- Teams may consist of two (2) or more staff members.
- Primary team members should be benefits-eligible, fulltime staff position.
- All team members must be in good performance standing (not under formal disciplinary action), with the most recent performance evaluation reflecting a score of "meets expectations" or higher.
- Teams implementing successful projects during the previous fiscal year (FY17-18). Projects must be impactful and meaningful to the University's mission and should currently be in the monitoring phase. Nomination should include metrics and supporting documentation.
- Teams must have showcased outstanding contributions that have gone above and beyond in their service to the University.

## Letters of Recommendation

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The nomination must include two (2) letters of support/recommendation from non-team members. Each letter should reference how the team made an impact within UTRGV's institutional core priorities, and how their teamwork and projects demonstrate institutional values.



## Team Excellence Award

### Nomination Form

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Team Excellence Award nominations require a completed Nomination Form and two letters of support/recommendation to be submitted in one file via email to [EmployeeEngagement@utrgv.edu](mailto:EmployeeEngagement@utrgv.edu) by the stated deadline. Nomination deadline is April 23, 2019 at 5:00 p.m. Incomplete or late nominations will not be considered.

<b>Nominated Team Name</b>	
<b>Nominator's Full Name</b>	
<b>Employee ID</b>	
<b>Email</b>	
<b>Phone Contact</b>	
<b>Department</b>	
<b>Division</b>	

**Team members (please list all members\*):**

First Name	Last Name	Department	Division

**Team/Project Lead Name(s) and Title(s) -if applicable:**

\*If extra space is needed, please submit a separate document with your nomination package.



## **Team Excellence Award**

State the team's project purpose and objectives.

Describe the team's efforts, achievements, outcomes, and how this demonstrates outstanding collaborations. (Including metrics and supporting results).

\*If extra space is needed, please submit a separate document with your nomination package.



## **Team Excellence Award**

Share how these collaborations support and/or demonstrate UTRGV's core priorities and institutional values.

Included Letters of Recommendation from: (Name, Title):

1)

2)

**Nominator Name**

**Nominator Signature**

**Divisional Administrator Name**

**Divisional Administrator Signature**

\*If extra space is needed, please submit a separate document with your nomination package.