



## **Meliora Award**

### **Nominations Due: February 7, 2012**

#### **Purpose:**

The University of Rochester Meliora Award recognizes a select number of staff members whose work performance and dedication during the preceding year exemplify the University's motto, Meliora (ever better). Awards may celebrate individual achievements or those of a team.

#### **Areas of Achievement:**

Nominees should demonstrate their commitment to the ideals of Meliora in the preceding year through:

- Excellence in overall job performance that includes at least one major improvement to an individual department, program, unit, or the University as a whole (for example, service enhancement, significant process improvement, cost reduction or avoidance, etc.).
- Initiative, innovation, entrepreneurship and creativity.
- Service to constituents that consistently exceeds expectations.
- Contributions to an environment characterized by collaboration, cooperation, tolerance and mutual respect.

#### **Eligibility:**

Nominees must be full- or part-time active staff from any division of the University. Nominations may be submitted for individual staff members or teams of staff members. A team member may not nominate his or her own team. Faculty and students are not eligible for this award.

#### **Award:**

Individual Meliora Award recipients will receive a \$1,000 cash prize and the University will waive the cost of their current parking permit for one year. Team Meliora Award recipients will receive \$3,000 to be used to support their unit or organization's work. Meliora Award recipients will receive a certificate and be honored by the University Board of Trustees. In addition, their names will be inscribed on recognition boards placed in prominent locations at the Medical Center and in Wallis Hall. They will also be featured in University publications and invited to attend a reception in their honor.

## **Nomination Process:**

Nominations may be submitted by current University of Rochester faculty, students and staff, teams, groups, units, or organizations.

Award recipients will be selected by the Witmer and Meliora Awards Selection Committee and announced in April 2012.

## **Guidelines for Submitting Meliora Award Nominations:**

For each individual or team nomination, please submit a nomination package containing the following items by February 7, 2012. Please be sure ALL information is accurate and complete.

- A **nomination form**  
(can be accessed at <http://www.rochester.edu/working/hr/awards/meliora/> )
- A **nominating statement** of (no more than three pages) explaining how the individual or team nominee satisfies the award criteria. Please be specific, providing concrete examples.
- Exactly **three letters of support** (each no more than one page in length) from those who have been directly affected by this individual or team nominee's innovation or service (peers and/or customers); **one letter of support must be from the nominee's direct supervisor** unless the supervisor is the nominator.
- Relevant **supporting documentation** may be included but is not required.

## **Completed nomination packets are due by February 7, 2012 and should be submitted to:**

Witmer & Meliora Awards Selection Committee

c/o Associate Vice President for Human Resources

**Handcarry:** 263 Wallis Hall or Benefits Office G-8011

**Intramural Mail:** Box 270013

**E-mail:** Meliora Award Nominations (on global)



**Meliora Award**  
**Nomination Form**  
**Nominations Due: February 7, 2012**

**INDIVIDUAL NOMINATION:**

**Name of Staff Member Being Nominated:** \_\_\_\_\_

Department: \_\_\_\_\_

University Address: \_\_\_\_\_

University Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**TEAM NOMINATION:**

**Name of Team Being Nominated:** \_\_\_\_\_

LIST BELOW ONLY THE INFORMATION FOR THE TEAM AS A WHOLE. ON A SEPARATE SHEET, PLEASE PROVIDE ONE LIST CONTAINING FOR EACH TEAM MEMBER: Name, Supervisor (if known), Department, University Address, University Telephone, and E-Mail Address.

Team Name: \_\_\_\_\_

Team Purpose: \_\_\_\_\_

Team Leader (Primary Contact): \_\_\_\_\_

Department: \_\_\_\_\_

University Address: \_\_\_\_\_

University Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**COMPLETE THE FOLLOWING FOR BOTH INDIVIDUAL AND TEAM NOMINEES:**

**Name of Nominator(s):** \_\_\_\_\_

Relationship to Nominee/Team (Supervisor, Colleague, etc.) \_\_\_\_\_

Department: \_\_\_\_\_

University Address: \_\_\_\_\_

University Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**See next page for guidelines and where to send completed packets.**

## Guidelines for Submitting Meliora Award Nominations:

- **Submission deadline** for nominations is February 7, 2012.
- Nominations may be submitted by current University of Rochester faculty, students and staff, teams, groups, units or organizations. A team member may not nominate members of his or her own team.
- Make sure ALL information is accurate and complete.
- Use a **separate nomination form** for each individual or team nomination.
- The **nomination statement** must accompany this nomination form and should not exceed three pages.
- Submit exactly **three letters of support** (each no more than one page in length) from those who have been directly affected by the nominee's work performance and dedication. **One of the supporting letters must be from the individual or team nominee's direct supervisor** unless the supervisor is submitting the nomination. Letters need to be specific and detailed to ensure full understanding of the nominee's accomplishments.
- Relevant **supporting documentation** may be included but is not required.

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