



The Witmer Award for Distinguished Service Nominations Due: March 25, 2021

Purpose:

The Witmer Award for Distinguished Service provides University-wide recognition to a select number of staff members for careers characterized by outstanding and sustained contributions to the University.

Areas of Achievement:

Nominees should demonstrate excellence in the following areas:

- Enhancing the quality of work life in ways that make a significant difference for colleagues or constituents.
- Providing outstanding and ongoing excellence in services to faculty, staff, students and other constituents.
- Developing creative solutions to problems that result in significantly more effective and efficient department or University operations.
- Demonstrating unusual dedication to the University's mission and values.
- Contributing to the University's positive image in the community.

Eligibility:

Nominees must be full- or part-time active staff from any division with a minimum of five years of continuous service at the University. Faculty and students are not eligible for this award. Previous recipients of the Witmer Award are ineligible for nomination.

Contact Melissa Ritzenthaler at 275-9151 or Melissa.Ritzenthaler@rochester.edu for questions regarding eligibility.

Award:

The recipients will be given a permanent, one-time increase in base salary of \$1,500 and the University will waive the cost of their employee parking permit for one year. 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, staff, students, teams, or groups with the exception of members of the Witmer and Meliora Awards Selection Committee.

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

Guidelines for Submitting Witmer Award Nominations:

For each nominee, please submit a nomination package containing the following items by March 25, 2021. Please be sure ALL information is accurate and complete.

- A **nomination form**
- A **nominating statement of no more than three pages (12 pt font or larger)** must accompany the nomination form explaining how the nominee satisfies the award criteria. Please be specific, providing concrete examples.
- Exactly **three letters of support, each no more than one page in length in 12 pt font or larger**, from those who have been directly affected by this nominee's work performance and dedication. **One of the supporting letters must be from the individual'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.

Completed nomination packets are due by March 25, 2021, and should be submitted to:

Witmer & Meliora Awards Selection Committee
c/o Associate Vice President for Human Resources/CHRO

E-mail: witmer_award_nomina@ur.rochester.edu

Intramural Mail: Box 278949



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Name of Staff Member Being Nominated: _____

Title: _____

Department: _____

University Address: _____

University Telephone: _____

E-mail Address: _____

Name of Nominator(s): _____

Relationship to Nominee (Supervisor, Colleague, etc.): _____

Department: _____

University Address: _____

University Telephone: _____

E-mail Address: _____

Name of Nominee's Supervisor: _____

Department: _____

University Address: _____

University Telephone: _____

E-mail Address: _____

Guidelines for Submitting Witmer Award Nominations:

- Nominations may be submitted by current University faculty, staff, students, teams, or groups with the exception of members of the Witmer & Meliora Awards Selection Committee.
- Make sure ALL information is complete.
- The **nomination statement** must accompany the nomination form and **should not exceed three pages in 12 pt font or larger**.
- Submit **exactly three letters of support, each no more than one page in length (12 pt font or larger)**, from those who have been directly affected by this nominee's work performance and dedication. **One of the supporting letters must be from the individual'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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For your convenience and to ensure a complete nomination, check off the required award nomination documents as completed:

- _____ Nomination Form
- _____ Nomination Statement completed by nominator (**no more than 3 pages** in 12 pt font or larger)
- _____ Letters of Support (**no more than 1 page each** in 12 pt font or larger)
- _____ 1st Letter of Support from individual's direct supervisor unless the supervisor is the nominator
- _____ 2nd Letter of Support
- _____ 3rd Letter of Support

Please contact Melissa Ritzenthaler at 275-9151 or Melissa.Ritzenthaler@rochester.edu with questions.