



## **Meliora Award Nominations Due: February 5, 2020**

### **Purpose:**

The University of Rochester Meliora Award recognizes a select number of staff members whose work performance and dedication during the preceding few years exemplify the University's motto, **Meliora**—ever better. We hold ourselves accountable to these values in the design of our programs, the development and delivery of our services, the evaluation of performance, and the ways in which we interact as a community. These shared values are: **Meliora, Equity, Leadership, Integrity, Openness, Respect, and Accountability\***. Awards may celebrate individual achievements or those of a team.

### **Areas of Achievement:**

Nominees should have demonstrated their commitment to the Meliora values during the preceding few years 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.

\*For Medical Center employees, the ICARE values fully align with and also demonstrate **Meliora in Action**.

### **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.

Contact Melissa Ritzenthaler at 275-9151 or [Melissa.Ritzenthaler@rochester.edu](mailto:Melissa.Ritzenthaler@rochester.edu) for questions regarding eligibility.

### **Award:**

Individual Meliora Award recipients will receive a \$1,000 cash prize and the University will waive the cost of their employee parking permit for one year. Team Meliora Award recipients will receive \$3,000 to be used to support their team'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, 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 Meliora Award Nominations:**

For each individual or team nomination, please submit a nomination package containing the following items by February 5, 2020. Please be sure ALL information is complete.

- **The nomination form**
- A **nominating statement of no more than three pages in 12 pt font or larger** 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 in 12 pt font or larger)** from those who have been directly affected by this individual or team nominee's work. **For individual nominations, one letter of support must be from the nominee's direct supervisor unless the supervisor is the nominator.**
- **For team nominations, a team roster must be included** with each team member's: Name, Title, Supervisor, Department, University Address, University Telephone and Email Address.
- Relevant supporting documentation may be included but is not required.

## **Completed nomination packets are due by February 5, 2020, and should be submitted to:**

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

**Hand Carry:** RC, 263 Wallis Hall (Office of the HR-AVP/CHRO)  
MC, Room 1-6039 (Medical Center HR Office)  
60 Corporate Woods, Suite 310 (Office of Total Rewards)  
Brooks Landing, 910 Genesee St., Suite 100 (HR Service Ctr)

**E-mail:** meliora\_award\_nomina@ur.rochester.edu

**Intramural Mail:** Box 278949



**Meliora Award**  
**Nomination Form**  
**Nominations Due: February 5, 2020**

**INDIVIDUAL NOMINATION:**

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

Title: \_\_\_\_\_

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

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

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

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

**STAFF TEAM NOMINATION:**

LIST BELOW ONLY THE INFORMATION FOR THE TEAM LEADER. ON A SEPARATE SHEET, PLEASE PROVIDE A ROSTER OF EACH TEAM MEMBER'S: Name, Title, Supervisor, Department, University Address, University Telephone, and E-Mail Address.

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

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 5, 2020**.
- Nominations may be submitted or supported by current University of Rochester faculty, staff, students, teams, or groups with the exception of members of the Witmer and Meliora Awards Selection Committee. A team member may not nominate his or her own team.
- Make sure ALL information is complete.
- The **nomination statement** must accompany this 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 in 12 pt font or larger)** from those who have been directly affected by the nominee's work performance and dedication. **For individual nominations, 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.
- **For team nominations, a team roster must be included** with each team member's: Name, Title, Supervisor, Department, University Address, University Telephone and Email Address.
- Relevant supporting documentation may be included but is not required.

### **Completed nomination packets should be submitted to:**

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# Meliora Award

**Nominations Due: February 5, 2020**

**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)
- \_\_\_\_\_ 1<sup>st</sup> Letter of Support from direct supervisor for individual nominations (unless the supervisor is the nominator)
- \_\_\_\_\_ 2<sup>nd</sup> Letter of Support
- \_\_\_\_\_ 3<sup>rd</sup> Letter of Support
- \_\_\_\_\_ Team Roster (if applicable) including Team Member's Name, Title, Supervisor, Department, University Address, University Telephone, and Email Address

**Please contact Melissa Ritzenthaler at 275-9151 or [Melissa.Ritzenthaler@rochester.edu](mailto:Melissa.Ritzenthaler@rochester.edu) with questions.**