

Staff Awards: Criteria and Eligibility

- Any staff employee (Regular or Contingent II status) who has been employed by USM for at least five consecutive years is eligible.
- *Any staff employee who has the title of Assistant Vice-President or higher is eligible for Presidential, Jakubik, and Lupinek awards, but not eligible for Board of Regents awards.*

Board of Regents USM Awards for *Exempt Staff*

- The exempt nominee's success should be **above and beyond** the scope of their full-time professional responsibilities and the **impact** the individual has on his or her department, school, or community. These awards are based on the quality of the nominee's work within their institution, community, or surrounding environment.
- Exempt Staff must have demonstrated excellence and be nominated in one of five categories:

Exceptional Contribution to the Institution and/or Unit to Which the Person Belongs:

- A creative and implemented approach to process improvements
- Original idea that contributed to the success of the unit/institution
- A staff employee in a non-leadership position who provided leadership, team building and/or facilitated a team or project that enhanced the organization
- A staff employee in a leadership position who consistently grows the organization through mentoring and growing all subordinates

Outstanding Service to Students in an Academic or Residential Environment:

- Although not part of the job description, someone who consistently makes a difference in students' lives
- Contributed an innovative, original idea that was implemented and transformed an aspect of student experience

Extraordinary Public Service to the University or Greater Community:

- A personal dedication to a project or cause that definitively improved the greater community
- Staff employee of the USM community who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community
- The award is based on a sustained record over a period of years carried out through the individual's role in the University rather than as a private citizen

Effectiveness and Efficiency:

- ☐ To publicly recognize exemplary ideas that, when implemented, will serve to further the University System of Maryland's goal to continually increase the effective and efficient use of its resources. One award from the listed categories may be made for an exemplary initiative that has the potential to be implemented system-wide.

Awards shall be bestowed in the following two categories:

Academic Transformation

- Improved learning and a minimum cost savings of \$10,000.00

Administrative Transformation

- Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000.00

- ☐ In addition to the existing application procedures, the nominee's packet needs to include:

1. A brief description of the innovative initiative
2. Potential benefits
3. Magnitude (single/multiple institutions or system-wide)
4. Effectiveness and efficiency to be attained (including estimated cost and/or resource savings)

- ☐ Award recipients may be invited to address the Board.

Diversity, Equity, Inclusion, and Belonging:

- ☐ This award salutes the outstanding work of a USM staff member in their ability to build, nurture, and advance inclusion, multiculturalism, and social justice practices within their community. Their community may be comprised of their internal institutional community, their external institutional community, or a combination of the two.

Review criteria includes outcomes, including, but not limited to:

1. Community engagement in diversity dialogue and education
2. Examination and modification of current practices of one's department/institution that supports inclusion
3. Implementation of initiatives that foster inclusion, multiculturalism, and social justice

Packets for campus nominees are developed and sent forward to the Board of Regents to compete with nominees from other USM institutions. The ten employees chosen as winners by the Board of Regents are announced in summer 2026 and receive a plaque and \$2,000 each.

Board of Regents USM Awards for Non-Exempt Staff

The nominee's achievements should focus on the **impact** the individual has on their department, institution, or community within one of the five award categories specifically for non-exempt staff listed below.

Making a Difference to the Campus:

- ☐ This award showcases individuals who have impacted the broader campus community, reaching outside of their department.
- ☐ This could include contributions such as: improving the campus environment, fostering cross sectional collaboration, enhancing student life, or initiating successful projects that benefit the campus as a whole.

Acting as a Role Model:

- ☐ This award recognizes individuals who not only embody admirable qualities and behaviors but also actively engage in formal or informal mentoring.
- ☐ This person should: embody the values and standards of the organization, inspire colleagues through their actions and attitude, and positively influence the workplace culture.

Excellence as a Team Player:

- ☐ This award celebrates an individual who demonstrates the following: outstanding collaboration, communication, and support within a team.
- ☐ recipients are those who go above and beyond to foster a positive work environment, contribute to collective goals, and uplift their peers. They strive in showcasing a commitment to the success of the entire team rather than just personal achievements

Diversity, Equity, Inclusion, and Belonging:

- ☐ This award highlights a staff member who has put forth effort to create an environment where all employees feel valued, respected, and supported, regardless of their cultural background, ethnicity, gender, or other personal attributes.
- ☐ Recipients of this award are those who actively promote multicultural understanding, equitable practices, and a sense of belonging emphasizing the importance of diverse perspectives in achieving common goals.

UMBC Presidential Distinguished Staff Award – Exempt

- Any full-time Exempt staff member, including academic administrators, who has been employed at UMBC for at least seven years, is eligible. (An individual whose primary appointment is as a faculty member is not eligible.)
- Award recognizes exceptional performance, leadership and service by a member of the University staff.
- Selected recipient will have a career that is distinguished by dedication to the fulfillment of the campus' goals and mission, by professional accomplishments, and by campus service.
- Particular emphasis will be placed on contributions that have had a wide-ranging and enhancing influence on the entire campus community.

- The department head must be consulted before a name may be put forward. Each department may nominate only one employee in each category.
- Recipient will be honored at the spring 2026 Staff & Faculty Awards, and will receive an award amount of \$2,500.

UMBC Presidential Distinguished Employee of the Year – Non-Exempt

- Any full-time Non-Exempt staff member who has been employed at UMBC for at least five years is eligible.
- Award recognizes exceptional performance and/or service by a member of the University staff.
- Selected recipient will have extraordinary dedication to the fulfillment of the campus goals and mission.
- The department head must be consulted before a name may be put forward. Each department may nominate only one employee in each category.
- Recipient will be honored at the spring 2026 Staff & Faculty Awards and will receive an award amount of \$2,500.

Jakubik Family Endowment Staff Award

- This award was established to recognize staff contributions toward the success of UMBC students.
- All exempt and non-exempt staff who have worked at UMBC for at least five years are eligible.
- Examples of eligible positions include advisors, coaches, and residence life staff, but equally important contributions to students success are made by those who work behind the scenes in positions without whose work students' success would not be possible
- Staff contributions can be in any or all of the following areas:
 - o Innovative advisement or student academic services
 - o Excellence in teaching
 - o Mentoring undergraduate students
 - o Development of new programs to further the learning environment
 - o Creative application of technology to the student learning process

- Recipient will be honored at the spring 2026 campus event and will receive an award amount of \$1200.

Karen L. Wensch Endowment Award for Outstanding Non-Exempt Staff

A minimum of five years of service at UMBC and status as a *non-exempt staff member* are requirements for all nominees.

This award was established to recognize outstanding non-exempt staff in one or more of the following areas:

- Fully engaged with the UMBC community
- Dedicated to UMBC
- Routine performance above and beyond the requirements of the position
- Extraordinary customer service, including with faculty, staff, students, and/or the public
- Personal commitment and persistence in the work
- Excellent problem-solving skills
- High professional standards
- Community involvement off campus
- Advocate for non-exempt staff at UMBC

Recipient will be honored at the spring 2023 campus event and will receive an award amount of \$2,000.

The Teresa Lupinek Endowment Award

A minimum of five years of service at UMBC and status as either exempt or non-exempt staff member are requirements for all nominees.

The Teresa Lupinek Endowment Fund was established by President Freeman Hrabowski in memory of Lupinek's 34 years of outstanding service to UMBC. She held positions in the Career Development Center and the Office of the Provost and served with distinction for seven years in the Office of the President as Executive Administrative Assistant III.

The fund was established to honor one exempt or non-exempt staff member each year whose work embodies many of the outstanding qualities for which Lupinek and her work were known:

- Build bridges with other offices on campus
- Treat others with graciousness, humility, equality, and dignity
- Lived sense of social responsibility
- Service to the UMBC community (not limited to committees)
- Model of work-life balance
- Engagement in life-long learning
- Compassion for and listening to others
- Foster teamwork to achieve excellence
- Mentor colleagues
- Live up to the mission and vision of UMBC

- Guided by a spirit greater than self

Recipient will be honored at the spring 2023 campus event and will receive an award amount of \$1,500.