**2016 ACE Award**

*Nomination Process & Procedures*

The Administration and Finance Commitment to Excellence (ACE) awards are given to outstanding A&F employees and groups every December. Completed nomination forms can be submitted to Diane Gossman at dgossman@towson.edu at any time throughout the year. In order to be considered for the 2016 award, completed nominations must be submitted by Tuesday, November 1, 2016.

**Nomination/Review Process**

1. Completed nomination forms are submitted. Employees are eligible for both group and individual efforts from December of 2015 to November of 2016.
2. Each associate vice president (AVP) reviews the nominees from his department and selects finalists.
3. The leadership team reviews the nomination forms of all finalists and selects the award recipients. There is one individual exempt employee recipient, one individual non-exempt employee recipient and one group award recipient.
4. Finalists and award recipients are recognized at the A&F Annual Meeting.

 *Note: Award recipients are typically presented by their nominators, but if a nominator chooses not to speak the ACE emcee will present the award instead.*

**Guidelines, Rules and Criteria**

* Anyone—staff, faculty, students, alumni, visitors and vendors—can nominate any individual or group. You do not need to be a supervisor or even be in the same department as the person you nominate. Self-nominations are ineligible.
* All nominees must be current A&F employees with at least one year of service to the university as of December 1, 2016.
* Please do not refer to or include copies of confidential personnel information (such as performance evaluations) in your submission.
* In this context, a group is defined as multiple individuals collaborating on a definable project that goes beyond the scope of typical job expectations. To qualify for an award, the group’s project must originate in the A&F division and must benefit the university.
* Interdepartmental groups are welcome to be nominated for the group award and participating group members may be from any university division as long as the group includes at least one A&F employee.
* The A&F leadership team (Joseph Oster, Robert Campbell, MaryAnn Davenport, Bernard Gerst, Cathy Mattingly, Kevin Petersen, Phillip Ross, Jeffrey Schmidt, Daniel Slattery), Carol Wettersten, Diane Gossman and Pamela Gorsuch cannot nominate individuals or be nominated for this award.

**2016 Group ACE Award**

*Nomination Form*

**Group nominated:**

**Project:**

**Names of the employees within the group:**

**Your relationship to the group and/or its employees:**

Please support your nomination by describing the qualifications of the group in each category listed below. Use additional pages if necessary. Supporting documentation is encouraged and may be attached; however, please do not refer to or include copies of confidential personnel information, such as performance evaluations. Please provide examples and be as specific as possible.

1. *Has significant impact on departmental goals, university goals or the university mission.*
2. *Goes above and beyond the scope of the group’s typical job expectations.*
3. *Builds effective relationships within the organization. This can include within a department or across work units/departments.*
4. *Creates an environment that promotes Towson University’s core values: integrity, collaboration and service.*
5. *Seeks input and involvement from those impacted by decisions.*
6. *Places group/team goals above personal goals.*

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Print Name and Department Date

*Return this form along with scanned attachments to Diane Gossman at* *dgossman@towson.edu**. Nominations will be accepted until the close of business Tuesday, November 1, 2016.*

**2016 Individual ACE Award**

*Nomination Form*

**Employee nominated:**

**Is the employee exempt or non-exempt?**

**Your relationship to the employee:**

Please support your nomination by describing the qualifications of the employee in each category listed below. Use additional pages if necessary. Supporting documentation is encouraged and may be attached; however, please do not refer to or include copies of confidential personnel information, such as performance evaluations. Please provide examples and be as specific as possible.

1. *Seeks better ways of doing things and often assumes more responsibilities in order to further the mission of the department.*
2. *Maintains positive enthusiasm toward job responsibilities and objectives, and demonstrates workplace spirit.*
3. *Demonstrates consideration, cooperation and generosity in providing service to customers, co-workers and supervisors.*
4. *Anticipates work needs and completes tasks before being asked by supervisor.*
5. *Demonstrates willingness and ability to learn and grow personally and professionally.*
6. *Any additional comments you would like to make to support your nomination.*

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Print Name and Department Date

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