



## Living the Values Staff Award

### Description

The Living the Values Award recognizes a staff employee that best exemplifies excellence in one or more of the University's key values: Learning, Diversity, Integrity, Accountability, Respect and Collaboration. Nominees must have shown extraordinary adoption of one or more of the key values in a work-related situation.

### Eligibility

Nominee must be a benefit eligible staff employee at UMKC for at least one year by the nomination deadline and be in good standing. Employees who have previously received the award are not eligible for nomination. Employees must be employed by the awarding College, School, or Division.

### Nature of Award:

- Commemorative Keepsake Award
- Terms of award: 1 award per CSD grouping. Previous award recipients are ineligible for repeat awards.

**Nomination Process:** Candidates are nominated by Faculty and/or Staff from their respective College, School, or Division. Send completed nominations to respective unit contact.

A completed nomination will include:

- Completed Coversheet
- 3 letters of recommendation, each not to exceed one page in length

### OR\*\*\*

- The submission of the nomination form from 2 nominators through Qualtrics for each nominee

\*\*\*Process may vary by unit, please reach out to your unit contact for guidance\*\*\*

Deadline for Submission of Nomination Materials: **Varies based on unit** (please refer to Unit Breakdown and contact list for more information – visit [info.umkc.edu/hr/staffawards](http://info.umkc.edu/hr/staffawards))

### Selection Process

A nominations committee, appointed by unit leadership (Dean, Vice-Chancellor, etc.), will review all nominations and select the most qualified candidate based upon the qualifying criteria. All nominees will be reviewed by Human Resources to ensure they are in good standing with UM Policy.

### Recognition:

Award Recipient will be recognized at the Annual University Staff Awards Ceremony in the spring.

### Questions

Please send to [umkchr@umkc.edu](mailto:umkchr@umkc.edu).