

Gary Kelly Staff Excellence Award in the Department of Physics

With the gift from alumnus and donor Gary Kelly, the Department of Physics established the “Gary Kelly Staff Excellence Award” to identify and honor selected staff members for their outstanding contributions to the department.

Eligibility

Nominee must be a full-time or part-time permanent staff or academic professional employee in the Department of Physics for at least two years in their current role by the nomination deadline, October 1, 2020, and have a good work record. Retirees are eligible if they were employed in the status appointment during the calendar year. Employees who have previously received the award are not eligible for the next 5 years.

Award

Up to two recipients will receive a \$2,000 award and a commemorative plaque.

Nomination Process

Nominations may be made by any faculty, academic professional, or staff member who holds an appointment within the Department of Physics. The nomination package must contain a completed Nominee Information Form (later on this page), and a nomination statement. All nominations are submitted to the Department Physics Cabinet who will make a final decision prior to the annual Fall Physics Reception where the finalists will be announced. The finalists will be notified ahead of the Fall Physics Reception that they are the recipient of the award.

Nomination Statement

The nomination statement should consist of no more than 2 typed pages, single spaced, at 12-point font addressing the following information:

- A brief description of the nominee’s job responsibilities
- Descriptions of how the nominee meets three of the five criteria listed under the Nomination Criteria section.

Examples are given under each criterion to assist nominators in determining where specific examples or qualities are included within criteria. Provide specific examples under each criterion for support in addition to a general description of the nominee’s characteristics on this criterion.

Nomination Criteria (Choose only three to write about)

- Demonstrates excellence in overall work performance
 - Accepts responsibilities and performs duties above and beyond what is normally expected
 - Works diligently to help complete a critical work project
 - Demonstrates extensive knowledge and competence in a wide array of work-related topics
 - Uses knowledge and expertise to quickly troubleshoot/solve problems
 - Completes tasks with little description, direction, or supervision
 - Exhibits a high degree of professionalism and serves as a checkpoint for quality control

- Promotes positive morale by displaying a congenial, supportive attitude and providing service to others
 - Interacts with others in a positive, enthusiastic, and cheerful manner
 - Commands the respects of co-workers, supervisor, students, and clients alike
 - Assists other with both personal and professional challenges that impact work life
 - Remains calm and assured in a crisis while helping others get through the crisis
 - Provides services that are outside the scope of normal work duty
 - Acts as a team player and encourages teamwork in others
- Puts forth an effort to improve self as well as to develop and recognize others
 - Acts as a mentor for others by providing advice, guidance, feedback, and encouragement
 - Helps to integrate new employees or supervisors into the work environment
 - Shares personal knowledge and skills with others in an effort to train them
 - Serves as a positive role model for others
 - Recognizes others' special events and/or accomplishments, either publicly or privately
 - Takes the initiative to improve individual skills and knowledge
- Exhibits initiative and creativity resulting in improved operating efficiency of the department
 - Suggests and/or develops new work methods that increase productivity and save time and money
 - Reorganizes work to increase effectiveness
 - Eliminates unnecessary steps or actions for delivering services
 - Identifies and addresses work problems and helps to resolve them
- Enhances the image of the department
 - Serves on committees that promote the department and its faculty, staff and students
 - Works with groups outside the department to promote the welfare of staff, students, and faculty
 - Performs work that brings attention and distinction to the department
 - Develops processes or programs that are imitated in other departments

**GARY KELLY STAFF EXCELLENCE AWARD
DEPARTMENT OF PHYSICS
NOMINEE INFORMATION FORM
Deadline: October 1, 2020 at 5:00pm**

Date: _____

Person Nominated: _____
 First **Middle** **Last**

Title: _____ **Nominee's Supervisor:** _____

Name of Nominator: _____
 First **Middle** **Last**

Signature of Nominator: _____

Those making a nomination for the award should submit all of the following to Jennifer Jorstad at jones10@illinois.edu :

- Nominee Information Form
- A Nomination Statement (3-page limit) describing the nominee's job responsibilities and detailing how the nominee fulfills the 3 of the 5 stated criteria listed under "Nomination Criteria"

To be completed by Department of Physics Cabinet:

Start Date in Physics:

Start Date in current position: