



2020 Gabor A&P Excellence Award Nominations

Nominations for UCF's Gabor A&P Excellence Award are now being accepted. Sponsored by The Gabor Agency, the purpose of this award program is to recognize, appreciate, and celebrate outstanding job performance of selected A&P employees over the course of the 2019-2020 fiscal year. Individuals or groups who have first-hand experience with an employee's outstanding job performance are invited to submit nominations. Announced at the Knight Star Awards (date to be determined), the chosen candidate will receive a check for \$2,500. All nominations must be received in Human Resources no later than **5:00 p.m., July 17, 2020.**

GABOR A&P EXCELLENCE AWARD ELIGIBILITY CRITERIA (will be verified by HR)

1. The nominee must be employed in an established non-unit A&P position.
2. The nominee must have a minimum of one year of continuous university service before being nominated.
3. Nominees may receive this award a maximum of one time every five years.
4. The nominee's contributions should exceed those expected of the employee during the normal course of performing their duties. (Position descriptions will be available to the selection committee for review.)
5. The nominee should demonstrate the high standards and excellence expressed in UCF's Values and Creed, and the [UCF Collective Impact Strategic Plan](#). High-level excerpts from the Plan are below; we encourage all nominators to keep the Plan in mind when considering nominees for this award. (Please refer to the Plan for complete details.)

UCF VALUES AND CREED

Integrity: I will practice and defend academic and personal honesty.

Scholarship: I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community: I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity: I will use my talents to enrich the human experience.

Excellence: I will strive toward the highest standards of performance in any endeavor I undertake.

OUR IMPACT

We use the power of scale and the pursuit of excellence to solve tomorrow's greatest challenges and to make a better future for our students and society. Through learning, discovery, and partnerships, we transform lives and livelihoods.

OUR PROMISE

- Harness the power of scale to transform lives and livelihoods.
- Attract and cultivate exceptional and diverse faculty, students, and staff whose collective contributions strengthen us.
- Deploy our distinctive assets to solve society's greatest challenges.
- Create partnerships at every level that amplify our academic, economic, social, and cultural impact and reputation.
- Innovate academic, operation, and financial models to transform higher education.

PRIORITY GOALS

UCF will become the recognized leader among 21st century universities whose transformational impact is measured by these objectives: (Refer to [the Strategic Plan](#) for specific metrics.)

- Increasing student access, success, and prominence
- Strengthening our faculty and staff
- Growing our research and graduate programs
- Creating community impacts through partnerships
- Leading innovation in higher education



2020 Gabor A&P Excellence Award Nomination Form

All nominations must be received by Human Resources by no later than 5:00 p.m., July 17, 2020.

PART A

Complete the following information:

Employee's Name: _____
Employee's Title: _____
Employee's College or Division: _____
Employee's Department: _____
Employee's Dean, Director, or VP: _____
Nominator's Name: _____
Nominator's Department: _____
Nominator's Phone Number: _____

PART B

Please include two letters of support that highlight the nominee's specific outstanding accomplishments. Each letter must be no longer than three pages. Additional materials will not be considered. Be concise, but include contributions beyond those expected of the employee during the normal course of performing their duties. Describe how this performance or special accomplishment has impacted the university. (For example, evidence of extraordinary creativity or innovation; demonstrated actions that resulted in improved departmental/university performance, enhanced operations, or increased service to students, faculty, staff, customers; contribution to a positive work environment; or support of the university's goals and values.)

PART C

Nominator must send/deliver this form to the employee's Dean, Director, or VP to endorse.

I agree with and endorse this nomination for the 2020 Gabor A&P Excellence Award.

Print Name and Title Signature Date
Nominee's Dean/Director/VP

PART D

Submit this completed form and the two letters of support to Human Resources by 5:00 p.m., July 17, 2020. Submissions may be made via email (HRLearning@ucf.edu); fax (407.823.1095); interdepartmental mail (zip+4 0140); or drop-off at 3280 Progress Drive, Suite 100.

Keep a copy of this form for your records. You will be sent an email confirmation once the form is received.

For questions, please contact HR Learning & Organizational Effectiveness at 407.823.0440 or HRLearning@ucf.edu.