U-M Medical School Administration
2011 Staff Awards for Excellence

Purpose: The Medical School Administration (MSA) award program is designed to give special recognition to MSA staff for distinctive service. A staff selection committee will review nominations and advise the Dean and the Chief Administrative Office who will make the final selections.

Criteria: Nominees must have a Medical School Administration appointment and meet the criteria for the category of award.

Process: Please submit all nomination materials electronically in a single PDF document to MSASTaffAwards2011@umich.edu.

Deadline is Friday, December 9, 2011 at midnight.

Announcement of Winners: at the MSA Holiday Reception on December 16, 2011.

Nomination materials should be in a single PDF document:

- A completed nomination cover sheet (attached)
- Category-specific materials/criteria as defined below

We acknowledge receipt of electronic submissions. If you do not receive a response by the end of the next business day, please call Carolyn Moceri at 763-5202.
Award Categories

MSA Staff Award for Integration, Collaboration and Teamwork

Two awards will be given to teams that include three or more MSA staff, and may also include faculty integral to the effort. The team will have embraced the concept that we are stronger when we work together and have a track record of meeting their team's mission. These teams may be tasked with solving a particular problem or be an established team within MSA providing service to customers.

Each member of the team will receive a $200 award, up to a maximum award of $2,000 for any team (which will reduce the individual award if there are more than ten team members).

Nomination packets must include a completed nomination cover sheet, a letter from the nominator and one additional letter of support from individuals who can attest to the value of the team. Both letters are limited to one page.

* Teams who have been awarded this prize previously are ineligible.

Previous Team Awardees:
2008:
1. Medical Development & Alumni Relations Events Team: Dawn Bednarski, Flora Ferrar, Gina Jennings and Allison Knapp
2. Grant Review and Analysis: Julie Liberti, Robin Lossee, Jill Malayang, Jane Sierra and Dawn Sweet.
2009:
2010:
1. Graduate Education Offices: Ellen Elkin, Harry Granito, Laurie Koivupalo, Hilkka Ketola, Tiffany Porties, Josh Daniels, Lisa Fletcher, Michele Melis, Josh Meisler, Catherine Mitchell and Zaninah Aquil.
2. Calendar Review and Analysis Office (CRAO): Paulina Radenbaugh, Paula Greene, Annie Browning, Lynda Hodges, Gina Vuocolo-Branch and Mike Steiger.

MSA Staff Award for Innovation

This award is for those staff who come up with great ideas to improve the work of MSA, are willing to adapt to a dynamic and changing work environment, and/or are adept at prioritizing activities to provide the maximum benefit to the tripartite mission. The focus will be on activities that support our future aspirations.

Up to two staff may be selected and each will receive a $500 award.
Nomination packets must include a completed nomination cover sheet, a letter from the nominator and at least one, but no more than two, additional letters of support. All letters are limited to one page.

*Individuals who have been awarded this prize previously are ineligible.*

Previous Awardees:
2008:
1. Bennett Stallone, Office of Space Management
2. Jeanne Kin, Special Projects Manager, Office of Clinical Affairs

2009:
1. Teri Grieb, Office of Research

2010:
1. Sucheta Kulkarni, Office of Space Management

**MSA Staff Leadership Award**

This award is most appropriate to staff in leadership/managerial roles. Nominees for this award are known to create a positive work environment and focus on careful investment of the resources under their responsibility. Our most important resource is people, but also includes finances, stewardship of physical space and success in mentoring a productive workforce. Candidates for this award will demonstrate leadership in helping other staff to align with our future aspirations.

One staff member may receive an award of $500.

Nomination packets must include a completed nomination cover sheet, a letter from the nominator and at least one, but no more than two, additional letters of support. All letters are limited to one page.

*Individuals who have been awarded this prize previously are ineligible.*

Previous Awardees (formerly Growth and Investment Award):
2008: Not awarded
2009:
1. Lise Anderson, MICHR
2. Jan Hewett, IRBMED

2010:
1. Gina Vuocolo-Branch, Calendar Review and Analysis Office (CRAO)
MSA Staff Award for Taking Care of Our Own

Do you know an MSA staff member who always goes the extra mile to help another employee, visitor, or patient? Do you know a staff member who makes substantial commitments to the community through volunteer work? Candidates for this award understand the role of the community in advancing the aspirations of the Medical School.

Up to two staff may be selected and each will receive a $500 award.

Nomination packets must include a completed nomination cover sheet, a letter from the nominator and at least one, but no more than two, additional letters of support. All letters are limited to one page.

* Individuals who have been awarded this prize previously are ineligible.

Previous Awardees:
2008:
  1. Kathleen Atkins, Office of Medical Education
  2. Amy Tschirhart, Office of Student Programs
2009:
  1. Suzanne Weintraub, Office of the Dean
2010:
  1. Patti Merideth, IRBMED

MSA Staff Award for Making a Difference

This award is for MSA staff members who deliver high value to patients, referring providers, faculty, staff, payers, students, the University and other stakeholders, and do so in a fiscally responsible way, conserving our resources and funds, and eliminating waste in the work environment.

One staff member may receive an award of $500.

Nomination packets must include a completed nomination cover sheet, a letter from the nominator and at least one, but not more than two, additional letters of support. All letters are limited to one page.

* Individuals who have been awarded this prize previously are ineligible.
MSA Staff Award for Making a Difference, continued

Previous awardees (formerly the Delivering High Value Award):

2008:
  1. Theresa Han-Markey, MICHRR

2009:
  1. Kay Fuller, MICHRR
  2. Maria White, Public Relations & Marketing

2010:
  1. Devon Kinney, Office of Facilities Management & Planning

**MSA Staff Award for Integrity and Trust**

This award is about respect for co-workers and for MSA as a unit of the Medical School. This award will honor a staff member who is trusted by all, exemplifies integrity in all of their interactions, maintains appropriate confidentiality and exhibits a positive attitude toward MSA and the Medical School.

One staff member may receive an award of $500.

Nomination packets must include a completed nomination cover sheet, a letter from the nominator and at least one, but not more than two, additional letters of support. All letters are limited to one page.

*Individually who have been awarded this prize previously are ineligible.*

Previous Awardees:

2008:
  1. Tammy Nipper, Human Resources and Staff Development Office

2009:
  1. Camille Mrozowski, Office of Research
  2. Bill Brushaber, Facilities Management & Planning

2010:
  1. Dana Dyderski, Office of Regulatory Affairs

Questions: Call Carolyn Moceri at 734-763-5202.
U-M Medical School Administration
2011 Staff Awards for Excellence

DEADLINE FOR SUBMISSION: FRIDAY DECEMBER 9, 2011

Information about the nominator:

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<th>Name:</th>
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<tr>
<td>Uniqname:</td>
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<td>Phone:</td>
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<td>Department/Unit:</td>
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Information about the nominee:

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<td>Uniqname:</td>
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<td>Supervisor:</td>
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<td>MSA Unit:</td>
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Category of Nomination – check one:

| MSA Staff Award for Integration, Collaboration and Teamwork |
| MSA Staff Award for Innovation |
| MSA Staff Leadership Award |
| MSA Staff Award for Taking Care of Our Own |
| MSA Staff Award for Workplace Diversity |
| MSA Staff Award for Making a Difference |
| MSA Staff Award for Integrity and Trust |

Please submit all nomination materials electronically in a single PDF document to MSAStaffAwards2011@umich.edu. Deadline is December 9, 2011 at midnight. Winners to be announced at the MSA Holiday Party on December 16, 2011.