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1999-00 UNOPA Floyd S. Oldt Silver Pen Award

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Floyd S. Oldt 1999-2000 Silver Pen Award

The University of Nebraska Office Personnel Association (UNOPA) established the Silver Pen Award in the 1987-88 academic year to honor a University of Nebraska-Lincoln office/service employee who has demonstrated superior performance while employed at UNL and who has made significant contributions to the University community. Since this award was established in the year of UNOPA's Silver Anniversary and the Pen is an instrument common to all UNL personnel, the award was appropriately named the Silver Pen Award. An endowment by the Floyd S. Oldt Foundation began during the 1991-92 academic year. This award was renamed the Floyd S. Oldt Silver Pen Award. Any University of Nebraska employee may nominate another eligible employee who has not previously been the recipient of the award.

Eligibility: Office/service employees engaged in secretarial, clerical or business work at UNL.

Note: UNL is defined to include the University of Nebraska-Lincoln, The University of Nebraska District Research and Extension Centers or Central Administration; and UNO or UNMC if their primary work location is on the UNL campus. *(The 1999-2000 UNOPA Executive Board and current members of the Awards Committee are ineligible. Individuals who have previously received this award are also ineligible.)*

Award: Monetary award of \$600, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership. Two awards will be given. All Floyd S. Oldt Silver Pen Award Nominees will receive a printed certificate and will be recognized at the Awards Luncheon being held on April 11, 2000. Winners **will not** be notified in advance.

Guidelines & Instructions to submit nomination: Please return

- A cover sheet with the following information: Nominee's name, title, department, campus address & zip and date hired; Nominator's name, campus address & zip and campus phone.
- A one (1) page response to the following questions or statements listed below about your nominee. (Please note: To help assure impartiality, the answers to these questions and supporting documentation should be written in a blind format/non-gender specific.)
- Three (3) letters of recommendation in support of this nomination. (Please note: These should be written in blind format/non-gender specific.)

Criteria for Evaluating Nominations:

	Points (Total 100)
1. Explain how this individual has performed beyond expectations within their position(s) during their employment at the University.	(40)
2. What significant contributions has this individual made to the University outside of their department.	(25)
3. In what activities (past or present) does the nominee participate for the purpose of self-development and/or professional growth.	(15)
4. Provide evidence of the nominee's character, personal attributes, and caring attitude as an employee of the University.	(10)
5. Please list any other information relevant to the nominee and to support this nomination; please add no more than three (3) letters of recommendation.	(10)

Judges: The selection panel will consist of six judges, all from UNL: an administrator, one faculty member, a director, a manager or supervisor, one office employee and one service employee.

Deadline: Send all nomination material by **March 10, 2000**, to Joyce Ore, 228 HaH, CC 0304.

For Additional Information: Contact Joyce Ore E-mail: jore1@unl.edu or phone (402)472-3514.