



Submission Date:

ADMINISTRATION AND FINANCE

**Finance and Auxiliary Services
CORE VALUES
Employee Nomination Form**

The Finance and Auxiliary Services (F&A) **Core Values Award** will be awarded each quarter to an F&A staff member. Complete this form to nominate a **Finance and Auxiliary Services** employee for demonstrating outstanding commitment to one of the Core Values: Well-being and Sustainability, Innovation and Discovery, Equity and Justice, and Respect and Integrity.

UMB Core Value:

Step 1: Complete the Nominee Information

First Name:

Last Name:

Unit:

Supervisor's Name:

Job Title:

Email:

Note: An individual may not nominate their immediate supervisor.

Step 2: Provide documentation that describes in detail the actions, accomplishments, or behaviors displayed by the nominee and how their conduct benefits Finance and Auxiliary Services.

Step 3: Provide your information:

First Name:

Last Name:

Unit:

Job Title:

Email:

Phone:

Send completed form with documentation to fas-employee recognition@umaryland.edu

UMB Core Values

Well-Being and Sustainability

Ensure that I am a good steward of resources by promoting the health and well-being of myself, society, and the environment. I want to meet the needs of the present without compromising the future.

Innovation and Discovery

I will learn, adapt, and reimagine processes that will drive creative change. I will take prudent risks to continuously discover more effective and efficient solutions to meet university goals. I am committed to communication and collaboration to break down silos.

Equity and Justice

I will strive to foster a culture of inclusiveness, diversity, and fairness. I am committed to growing my knowledge of inequities and injustices. I will support equitable opportunities across our community.

Respect and Integrity

I will treat everyone in a dignified and civil manner. I will listen to, value, and consider the opinions of others. I will strive to do the right thing, even in the face of adversity.

Instructions for Documentation:

Documentation may be an explanation or report of demonstrated behaviors, including any awards, recognition, or other accolades. These actions should be achieved or demonstrated during the Rating Period Date Range designated on the form. Examples include customer compliments, peer or management recognition, performance indicators (e.g. transaction volume, special projects, etc.), or service beyond the scope of the job (e.g. campus groups, boards, etc.).

General Criteria for Nominating an Individual:

- Excellence in performance — going above and beyond job expectations
- Making a difference to Administration and Finance, Finance and Auxiliary Services, or to the campus community
- Acting as a role model for peers and colleagues
- Excellence as a team player

***Nomination Deadlines:**

First Quarter - 04/15/25

Second Quarter 07/15/25

Third Quarter - 10/15/25

Fourth Quarter - 01/15/26

Any Core Value can be nominated in a quarter.

WELL-BEING and SUSTAINABILITY

INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY

EQUITY and JUSTICE

RESPECT and INTEGRITY



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