



Daniel W. Jones Outstanding Team Service Award Nomination Form

Deadline: Friday, April 15, 2024 at 5 pm

This award was created to recognize and honor dedication and outstanding contributions by a University of Mississippi team of employees. The award will be given annually with a plaque for each team member, which will be presented at the Staff Appreciation Awards Ceremony (more details about the ceremony will follow at a later date).

Please note: The winner will be chosen based solely on the information provided in this nomination form, so it is recommended for the nominator to obtain as much information as needed from the nominee when completing the following questions.

Nominee Information *(all information should be complete; seek input from supervisor, department or team, if needed)*
Nominees must be active, full-time or part-time employees of the University of Mississippi. Nominations should be for groups of two or more staff members who work together toward a common goal or mission and who have gone above and beyond in their service to the University.

NOTES AS OF 2024:

In the spirit of the Dan Jones Team award, a nomination of a project/group/team is to recognize a significant contribution to our University of Mississippi. This is often multiple departments in separate units who may cross-collaborate on a project for the betterment of the University. This is not a recognition of a “job well done” for a specific department. We encourage departments chairs, directors, and other leaders to recognize their staff regularly for high performance.

- A letter of recommendation is encouraged, but **not** required. Recommended information to include:
 1. Area or department of Team
 2. Names of team members nominated and their departments
 3. Narrative statements of the team’s mutual dependence, team spirit, team building, exceptional contributions and service to the University of Mississippi.
- This award is not specifically a departmental, School, or College award/recognition, but recognition of a group of individuals working on a collective effort.

Questions to consider before nominating:

- Is the effort being recognized of the group/team “above and beyond” or are these employees/a team who are excelling at expected job duties and responsibilities?
- The more elaboration you can give the committee, the better we can understand the reason for your nomination. Short answers in the nomination form do not give us enough information to compare your nomination against the dozens of nominations we receive each year.
- What is the contribution of the group/team/unit? (please explain why there is a cross collaboration of persons across units and what the effort/project/results are from the cross-collaboration)

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Department or Team being Nominated: _____

Names of Nominees: _____

Email Addresses of Nominees: _____

Nominator Information *(all information of the nominator should be completed)*

Any supervisor, manager or administrative head at the University of Mississippi may submit nominations of departments or teams as candidates for the Daniel W. Jones Outstanding Team Service Award. Self-nominations should fully illustrate why this project and the other persons involved have contributed significantly with service to the University.

Nominated By: _____

Job Title: _____

Department: _____

Email Address: _____

Department's or Team's Exceptional Contributions and Service to the University of Mississippi

*These questions address employee achievements which serve to recognize and honor dedication and outstanding contributions by a University of Mississippi team of employees. This may be in the form of a **programmatic, cross-collaborative project, service endeavor, event, or other major act of service** which has had a significant impact on The University of Mississippi.*

1. Please list any outstanding achievements or actions on the job that constitute performance **beyond** expected standards.

For example, producing high quality/quantity of work over an extended period of time; giving extra effort to completing a job or handling a heavier workload; filling in when unit is short-staffed; volunteering for and working on special projects; serving on a committee, etc.

2. Please list any exceptional contributions toward the effectiveness and efficiency of operations that contribute to the maximum utilization of departmental resources.

For example, integrating information or equipment for more efficient/effective use; developing new work methods that reduce waste or stretch resources; eliminating unnecessary actions or steps for delivering service; making creative suggestions that save time/money, etc.

3. Please describe the department's or team's outstanding service to other University employees or visitors that are especially helpful or make a good impression.

For example, doing things for others that are beyond job requirements; performing in an exceptionally courteous and cooperative manner; being so helpful that others write letters of appreciation, etc.

Additional Information to Be Considered

Please include any other information not captured above to describe why this department or team should be selected as the Daniel W. Jones Outstanding Team. For example, the department's or team's mutual dependence, team spirit, team building, etc.

SUGGESTED CRITERIA TO INCLUDE IN DESCRIBING TEAM'S CONTRIBUTIONS

These criteria address employee achievements in programmatic effort that have an impact primarily at the department/school/county level within the University of Mississippi.

Outstanding Achievement on the Job – actions that constitute performance beyond expected standards.

Exceptional Contributions toward the Effectiveness and Efficiency of Operations – actions which contribute to the maximum utilization of resources.

Outstanding Service to Other Employees or Visitors – actions that are especially helpful or make a good impression on others, and impact communities outside of the University orbit.

Send your completed nomination form in campus mail to:

Elizabeth Tettleton-Mason, 313 Lyceum,

or via email to etm@olemiss.edu.