Related Policies and References

* [UCR Local STAR Guidelines](http://hr.ucr.edu/salary/comp/star.html) (Local Procedure 34)
* [UC Policy 34 – Incentive and Recognition Award Plans](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/ppsm34-incentive-and-recognition-award-plans-04122012.pdf)
* [UC STAR Plan](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/ppsm34-star-plan-04122012.pdf)
* [UCR 2020 Path to Preeminence: UCR’s Strategic Goals](http://strategicplan.ucr.edu/documents/UCR%202020%20-%20Final.pdf)
* [Clerical Employees (CX) Collective Bargaining Agreement](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/contract.html)

Review UCR’s current year’s local STAR Guidelines to ensure nominated employees meet eligibility criteria and for information regarding the process for spot awards and formal recognition awards. Organizational units may also have additional internal nomination and approval requirements.

Nominee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | Employee ID: | | |
| Payroll Title: | Payroll Title Code: | | |
| Department Name: | Type of Award: Spot | Individual | Team |
| Nominator: | Title of Nominator: | | |
| Employee’s Supervisor: | Title of Supervisor: | | |

Plan Criteria

**Under the STAR Plan, managers are able to recognize, acknowledge, and reward employees for exceptional performance and/or significant contributions related to and supportive of individual, departmental, divisional, and/or organizational goals and objectives. Managers may acknowledge and reward individuals and teams demonstrating achievement in the following categories. Please indicate which category(s) best describes the accomplishment for which this award is proposed:**

***Exceptional performance*: Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.**

***Creativity*: One-time innovation or creation that results in time/dollar savings, revenue enhancement, and productivity improvement; and/or ongoing innovative/creative activities that benefit organizational systems, protocols, and/or procedures**

***Organizational abilities*: Exhibiting extraordinary skills in leadership resulting in the accomplishment of significant departmental or divisional goals and objectives; effective project management, which could include developing a project and/or implementing a project with substantial success; and/or demonstrating organizational capability leading to a greater level of effectiveness.**

***Work success*: Significantly exceeding productivity, customer service, quality of care or similar goals, including demonstrating superior interactions with managers, peers, supervisors, subordinates, the University community, and/or clients and customers served.**

***Teamwork*: Acting as an exceptionally effective and cooperative team member or team leader for a team that has significantly exceeded the goals/objectives of the department/unit.**

UCR 2020 Strategic Plan

In addition to the broad UC performance standards, please indicate which strategic initiative(s) described in the UCR Strategic Plan: 2020 Path to Preeminence:

Developing a Preeminent Research University for the 21st Century

Increasing Extramural Grant Funding

Fostering Interdisciplinary Centers

Optimizing Organizational Structure in Support of Research and Creative activity

Building the Infrastructure in Support of Research and Creative activity

Identifying and Hiring in Areas of Strategic Priority

Investing in New Professional Schools

Enhancing Opportunity for Graduate, Professional and Undergraduate Students

**Growing Graduate and Professional Enrollment**

**Increasing Graduate Student Diversity**

**Increasing Graduate Student Support**

**Enhance Undergraduate Student Success**

**Realign Admissions Criteria & Recruitment**

**Managing Enrollment**

**Creating Honor Experiences for High-Achieving Students**

Serving as a National Exemplar for Diversity, Inclusiveness and Community

**Expanding Opportunities for Intellectual Stimulation**

**Strengthening the Sense of Community**

**Increasing Diversity of Faculty, Graduate Students & Staff**

**Enhancing a Sense of Place**

**Enhancing the Quality of Life for Students**

**Assessing & Addressing Climate**

Shaping Our World

**Establishing New Alliances**

**Creating Meaningful Engagement Opportunities for Faculty & Students**

**Building Institutional Capacity for Engagement, from Regional to Global**

Resources & Infrastructure

Diversifying Resources (Funding)

Increasing Administrative Efficiency & Effectiveness

Enhancing Transparency in Budgeting Planning and Resources Allocation

Advancement

Building a Sustainable Culture of Philanthropy

Heightening UCR’s National Profile

Planning & Executing a Comprehensive Campaign

|  |
| --- |
| Supervisor comments/Description of accomplishment (attach additional sheets if needed): |

|  |
| --- |
| Type of Award: Spot  Individual  Team |
| Proposed Award Dollar Amount: | Proposed Award Percentage of Base Salary: |
| Sum of Current Year Awards (if any): | Is Proposed in Addition to Spot Award? |

Approvals

Two levels of supervisor / manager approval are required. By signing below I endorse/approve the nomination, verify that the nominee meets eligibility requirements and confirm that total fiscal year STAR awards do not exceed the award cap.

|  |  |
| --- | --- |
| Signature of Supervisor | Date |
| Signature of Department Head | Date |
| Signature of Dean/Vice Chancellor  Required if specified in Organizational Unit’s implementation plan | Date |
| Signature of Executive Vice Chancellor and Provost  Required for awards over $5000 | Date |