

## **Mechanical Engineering Outstanding Staff Recognition Award**

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The Mechanical Engineering Outstanding Staff Recognition Awards were established to recognize and honor staff members who have consistently demonstrated exceptional performance, dedication, and commitment to the effectiveness of the teaching, advising, administrative, and research efforts of the Department over the course of the year. This recognition highlights not only hard work but also the values and behaviors that align with the department's mission.

This award is given each Spring semester to selected staff members. Each recipient will receive a cash award and a personalized appreciation plaque. If the Award Selection Committee does not choose a recipient, there is no requirement that an award be granted each year.

### **NOMINATION DEADLINE**

Monday, February 16, 2026

Submit nomination packets to <http://www.me.utexas.edu/staffawards>

### **ELIGIBLE NOMINATORS**

All M E faculty, staff, and students may submit nominations.

### **NOMINEE ELIGIBILITY**

- Employed by the Walker Department of Mechanical Engineering for at least one (1) year prior to the nomination deadline.
- Appointed in a M E classified title for twenty (20) hours or more per week.
- Staff members who have received the award within the past three (3) years are ineligible.

### **NOMINATION CRITERIA**

Outstanding dedication, competence, conscientious performance, excellent customer service, or ingenuity. Must have had a significant impact on the Department.

- Nominee has contributed to and demonstrated a commitment to the Department's core values and goals.
- Nominee has consistently demonstrated persistence, hard work, and reliability in their roles within the Department.
- Nominee has shown outstanding leadership qualities, inspiring innovation and collaboration within the Department.
- Nominee has exemplified collaboration and teamwork among colleagues and University constituents; understanding the importance of working together to achieve common goals, helping to foster a positive and cooperative work environment.
- Nominee has significantly improved a work process or system or has significantly increased the efficiency of an operation or unit.
- Nominee has sustained a performance record at a level above and beyond normal job requirements.

### **NOMINATION PROCESS/INSTRUCTIONS**

Along with the nominator's nomination form and supporting letter, the packet should include no more than two (2) additional succinct narrative letters of support that address the criteria for selection, citing specific examples. The maximum length of each letter is one page.

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## NOMINATION FORM

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This nomination form should be the first page of your nomination packet.

Along with the nomination form and supporting nomination letter, the packet should include no more than two (2) additional succinct narrative letters of support that address the criteria for selection, citing specific examples. The maximum length of each letter is one page. Submit nomination packets to the M E Staff Awards BOX folder (<http://www.me.utexas.edu/staffawards>) no later than **5 p.m. on Monday, February 16, 2026**.

### ELIGIBLE DEPARTMENT ADMINISTRATIVE AND AFFILIATED STAFF INCLUDE:

Stephen Cardenas	Julia Hall	Justin Pollok
Ryan Contino	Sam Kirkland	Jessica Smith
Heather Cook	Ashlee Kokel	Kevin Smith
Todd Cooley	Derek Lopez	Yolanda Soriano
Sarah De Berry-Caperton	Lindsey Marr	Katherine Spiering
Kelly Frazer	Luis Martinez	Jason Spivey
Dawn Fritsche	Libby McSwain	Jamie Svrcek
Chris Gamble	Andrea Melendez	Shante Tyus
Vickie Grier	Ricardo Palacios	Alex Zabala
Michelle Hageman	Jeffrey Phillips	

### I am nominating:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Nominator:

Name: \_\_\_\_\_

Email: \_\_\_\_\_