



## Human Resources

80 Fort Brown ▪ Brownsville, TX 78520

Phone: (956) 882-8205 ▪ Fax: (956) 882-7476

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE

# GUIDELINES FOR COMPLETING EXCEPTIONAL MERIT APPLICATIONS

- I. Print or type the application form.
- II. Achievements/Activities referenced in the application must have occurred during the review period, **January 1, 2007 – December 31, 2007**.
- III. Achievements/Activities in, but not limited to, the following categories would support Exceptional Merit consideration. It is not required to have achievements/activities in all categories.
  - A. Achievements/Activities that had a measurable impact on your department, division or The University in such areas as efficiency, customer service or cost savings.
  - B. Achievements/Activities related to Personal and/or Professional development. Such as completion of a degree or certification.
  - C. Campus or community services activities that are not part of your regular job that contributed to the achievement of UTB's mission or enhance the image of the University in the community. Examples of such activities include: food drives, supported by UTB volunteers, United Way Day of Sharing, March of Dimes Walk America, etc.
  - D. Standards that were achieved or exceeded as a result of the Staff Review and Development process.
- IV. For each of the achievements/activities mentioned there should be a qualified outcome or result:
  - Ex. (C) I served on the State Employee Charitable Campaign as Division Coordinator. I was responsible for informing all Division employees about the benefits of supporting the campaign and motivating them to participate. My Division contributed \$12,000 dollars, which was 50% of the total campus contributions.
  - Ex. (A) I recognized that adjunct faculty frequently did not get paid on time because they did not complete necessary paperwork for Human Resources. So I prepared a list of adjunct faculty who were hired in my department for the spring semester and sent it to Human Resources the first week in January so they could review the files and determine what documents were needed. This facilitated part time faculty being paid on time.
- V. Reference the category you are referring to by a, b, c, d, or other. This will help the committee members in their review of your application.



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- VI. Supporting documentation should be limited to the specific achievements/activities referenced in the application. Please do not include photographs or binders.
- VII. **Submit six (6) copies of your application and supporting documents. (Original plus five copies)**
- VIII. Your supervisor must sign the application and may write a statement in support of your application. This should be attached to the application form.
- IX. **Complete applications** must be received in Human Resources **by 5:00 p.m., February 29, 2008.** Applications received after that time will be returned to the applicant.



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# APPLICATION FOR EXCEPTIONAL MERIT

**Review Period: January 1, 2007 – December 31, 2007**

**PLEASE TYPE**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DIVISION: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_ ID#: \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_