MEMORANDUM

TO: College of Medicine Faculty and Staff

FROM: Charles Cairns, MD
       Interim Dean, College of Medicine

DATE: Friday, February 20, 2015

RE: College of Medicine Tucson “Lura Hanekamp” Staff Awards of Excellence

The most important component of on-going strategic operations in our College is our people. The excellent work of our personnel is essential to the success of all of our endeavors. In recognition of our employees, I invite you to nominate one of our staff for an Award of Excellence in recognition of his or her outstanding contributions to our college.

The “Lura Hanekamp” Awards of Excellence provide an opportunity to recognize classified staff and professional appointed personnel for their “above and beyond” contributions to our work. These awards of excellence have the following criteria:

- Nominee must have completed their probationary period
- Nominee must be a permanent staff employee
- Nominee must work at least 20 hours per week
- Nominee must have at least “meets job expectations” on employee review

The College of Medicine Staff Action Council (COMSAC), a group that has been representing COM staff for over 24 years, co-sponsors the annual AHSC Awards of Excellence presentation. This event, which includes light snacks, is being held on Wednesday, May 6, 2015 from 2:00 pm to 4:00 pm in DuVal Auditorium. Three awards will be given to College of Medicine employees in a competitive process by nominations from any AHSC employee.

More information, including a nomination form, is available at the COMSAC website: http://www.comsac.medicine.arizona.edu. The Nomination packet for each employee must include at least three letters of recommendation. These letters should give specific examples of excellence that the employee demonstrates beyond the job duties expected in their position, i.e., outstanding achievement, contributions toward efficiency, and unusual service or contributions to individuals or for the section/department/college in general.

I strongly encourage you to nominate a staff member who has made an outstanding contribution in your area. The Nomination deadline for these awards is Friday, April 10, 2015. Please submit your nomination packet to COMSAC, COM Dean’s Office at PO Box 245017 or COM Lobby, Room 2201. Questions should be directed to the COM Awards of Excellence Committee Co-Chairs: Hildi Williams, hildi@email.arizona.edu or Jose Solorzano, joses@email.arizona.edu.