

**UNIVERSITY OF CONNECTICUT  
PROFESSIONAL STAFF RECOMMENDATION FOR MERIT**

*(Must be submitted to the Division's Vice President or Vice Provost by June 1<sup>st</sup>)*

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Evaluator's Name:

Evaluator's Title:

Department:

Phone #/Ext:

Employee Name:

Employee #:

Functional Title:

**CHECK CRITERIA FOR MERIT CONSIDERATION:**

- Whether the employee has significantly advanced the achievement of either the University, division or department objectives,
- Significantly improved operational efficiencies, or
- Contributed in unique and meaningful ways to the advancement of the profession.

**IMMEDIATE SUPERVISOR'S RECOMMENDATIONS:**

Please provide your justification and cite examples as to why you feel that the employee has met one or more of the above referenced criteria. Upon completion forward to your immediate supervisor. If necessary attach relevant documentation. The final award will be determined by the Vice President or Vice Provost.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date