UCSF School of Medicine

Staff Recognition

Dear all,

You are invited to recognize outstanding UCSF School of Medicine (SOM) staff by submitting a **STAR Achievement Award** nomination by **Tuesday, April 1, 2025**. This award honors exceptional university service, significant contributions, and outstanding individual or team performance.

Please see below for further details about the award, nomination process, deadlines, and resources.

Thank you in advance for helping us acknowledge the outstanding work of our staff, and for your support of each other, our students, and our patients.

Sincerely,

Samantha Yee
Director of Administrative Services
UCSF School of Medicine

Award Details

- Recognizes sustained excellence or major contributions (typically over six months).
- Must align with at least one of the **Chancellor's Goals** and/or **UCSF PRIDE Values**.
- **Award amount:** 10% of base salary (max $7,500).

Eligibility: Campus policy-covered staff (PSS, MSP) and represented clerical staff (CX). Full eligibility details **here**.

Nomination Process

- Submit nominations via the **STAR Nomination portal** (VPN required off site).
- **Deadline for Nominators: April 1, 2025, 11:59 PM PT** (portal closes for new nominations and revisions to existing nominations).
- **Deadline for Approvers: April 8, 2025, 11:59 PM PT** (portal closes; only fully approved nominations will be considered).

Tips for a Strong Nomination

Please refer to the **STAR Achievement Award Best Practices and Nomination Letter Checklist** document as a guide to help you highlight specific examples of employee contributions in your nomination.

You can help your nomination succeed by:

- Providing **specific examples *and* impact** of the service, contribution or performance.
- Clearly explaining how **Exceptional Performance, Creativity, Organizational Abilities, Work Success,** or **Teamwork** is demonstrated.
- Clearly stating the **duration** of the nominee's efforts.
- Using clear, **jargon-free language** to tell their story.
- Focusing on **quality over quantity**—avoiding vague praise.

Detailed information about how the nominations are reviewed can be found here.

We are committed to recognizing a diverse range of staff contributions across all SOM functions.

Please contact the **School of Medicine Achievement Awards Team** with any questions about the STAR Achievement Award program.

For questions about the STAR Nomination portal or technical support, please contact the Department of Medicine Portals team, at **DOMPortalsHelp@ucsf.edu**.