



## 2021 REGENTS UNIVERSITY STAFF EXCELLENCE AWARDS

**Nomination deadline: May 21, 2021**

To nominate: [http://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_aW8dHSvap1rFIWu](http://uwwhitewater.co1.qualtrics.com/jfe/form/SV_aW8dHSvap1rFIWu)

### THE AWARD

The purpose of the newly created Regents University Staff Excellence Awards is to recognize the dedicated work, vital services, initiative, and outstanding contributions of the UW System's university staff.

Two awards of \$7,500 each will be made to university staff members in recognition of their exceptional service to the university. The funds for these awards are designated to support professional development or other activities approved by the recipients that enhance a university program or function. One award of \$7,500 will be made to a program staffed primarily by university staff in recognition of the important role played by university staff in supporting the UW System mission, priorities, or programs. The funds for the program award are designated to support program enhancements such as the staff recipients' professional development or program-related supplies and expenses, or for other activities approved by the recipients that enhance a university program or function.

UW-Whitewater University Staff Council will select one nomination from each category for submission to the Board of Regents Awards Committee, who will then select the winners. It is anticipated that award recipients will be publicly recognized at the **October 2021** meeting of the Board of Regents. In addition, all nominees will be recognized by the Board of Regents and in UW System announcements and press releases.

### NOMINEE CATEGORIES

**Individual** – UW System university staff member. The nominee should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative or creativity, and outstanding achievement. The nominee must:

- Have a permanent appointment; university staff with temporary or project appointments are not eligible for consideration.
- Be employed 50 percent or more time.
- Have been a university staff employee at their institution for a minimum of twelve months.

**Program** – A program primarily staffed by university staff. The program should provide essential services to the university while demonstrating excellence of performance, initiative or creativity, and outstanding achievement.

### SELECTION CRITERIA

Each nomination must provide evidence of outcomes and impacts. Nominations which fail to meaningfully address the criteria listed below will not be considered.

#### Individual

- *Excellence of Performance*: performance that consistently and substantially exceeds in quality the expectations for the position, including, but not limited to, taking on additional responsibilities or increased workload, accepting and completing special projects not part of the normal work duties, or exhibiting behavior that enhances the workplace. The nominees' performance has set superior

standards of excellence and efficiency in relation to the mission of the departmental unit and the university and has resulted in important and significant contributions to the nominee's department and university.

- *Personal Interaction*: performance that consistently and substantially demonstrates ability and willingness to work positively and effectively with others; performance that demonstrates the ability and willingness to manage changes in work priorities, procedures, and organization.
- *Initiative or creativity*: performance that consistently and substantially demonstrates an innovative approach to the job, thereby improving productivity and the quality of the work. assigned; performance that demonstrates efforts to improve personal job performance.
- *Outstanding Achievement*: actions that by way of their day-to-day activities effected special accomplishments that have demonstrated positive benefits or support for the university and its members as well as significant contributions to the goals and objectives of their work units; performance that has resulted in distinction – campus-wide, systemwide, statewide, nationally, or internationally.

### **Program**

- *Excellence of Performance*: performance that has set superior standards of excellence and efficiency in relation to the mission of the university and has resulted in important and significant contributions to the university.
- *Initiative or creativity*: performance that consistently and substantially demonstrates an innovative approach, thereby improving productivity and the performance of program services.
- *Outstanding Achievement*: performance that consistently and substantially has resulted in important and significant contributions to the program and that has furthered the mission of the university; performance that has resulted in distinction – campus-wide, systemwide, statewide, nationally, or internationally.

## **NOMINATION MATERIALS (Initial Nomination Process at UWW Level)**

### **Individual**

Please submit:

- A letter of nomination addressing the criteria listed above (*2-page limit*). This should highlight the contributions and the achievements of the nominee as described in the criteria, including evidence of work above and beyond the nominee's stated job responsibilities and requirements.
- A brief resume which documents the nominee's performance (*2-page limit*).

### **Program**

Please submit:

- A letter of nomination addressing the three criteria listed above (*4-page limit*).
- A brief overview of the program (*3-page limit*).

**Nomination materials are subject to release under Wisconsin Open Records laws and should be written with the possibility of those materials being made publicly available.**