Eligibility requirements:

Look around you. Do you know a College university staff member whose performance is exemplary, and who regularly goes above and beyond the call of duty? If so, you should take this opportunity to nominate her or him for a College of Letters & Science University Staff Excellence Award.

The most successful nominations will address areas in both of the following categories:

- **Effectiveness, Innovation, creativity and originality** Nominee’s work performance and work products are outstanding and/or have made a significant impact in terms of the overall value and benefits to specific program goals or to the University above and beyond the individual’s position description. Nominee continually seeks to initiate, improve or refine methods/procedures that significantly enhance the mission of the organization.
  
  Example #1: Sally’s effectiveness was evident from her first day on the job. During training she took copious notes, asked pertinent questions, and later developed a training manual for the position—a practice that has been instituted department-wide. During staff meetings she took the opportunity to learn about the duties of an accounting employee and requested cross-training in some areas. This allowed our department to run smoothly—even when our accounting employee was out of the office for several weeks.
  
  Example #2: Sally’s innovation has enabled our department to experience a significant cost savings in our supplies and equipment budget. Sally regularly compares prices, consults SWAP personnel regarding used equipment, and organized a “share” program. In purchasing standard supplies (e.g. staples, pens) and sharing them with others in the department, she has reduced our spending by almost five percent.

- **Leadership, Climate, Service:** Nominee is regularly sought out for advice, consultation and mentoring by students and/or staff. Employee consistently demonstrates outstanding leadership skills and initiatives. Nominee takes initiative to creatively resolve complex and/or sensitive problems affecting the organization. Nominee’s behavior or personality contributes to the creation of a positive workplace climate and/or diversity. Nominee participates in service on or off campus which may or may not be related to their job responsibilities.
  
  Example #1: Sally has clearly demonstrated effective leadership qualities while working at the University. In the absence of a department administrator, she volunteered to handle the annual student awards in conjunction with the awards/scholarship committee. Acting as a point person, she coordinated efforts to determine students qualified for scholarships, assembled donor information, organized a student-parent-donor reception, and developed communication promoting the event.
  
  Example #2: Promoting the Wisconsin Idea has been a large part of Sally’s demeanor. While serving on two departmental committees (diversity and curriculum), she also volunteered at the McBurney Center, assisting with the ESL program. On a University level, she has mentored fellow employees for several years and is a member of the University Staff Congress. Sally’s life outside the department has also demonstrated her willingness to serve others. On weekends she is involved with “Meals on Wheels” and takes every possible chance to talk about her position with the University.

Please keep in mind that the above should be viewed as items above and beyond the stated responsibilities listed in the employee’s position description. One way to do this is by discussing the nomination with the nominee and individuals the nominee works closely with. It is also important to give examples of how the nominee has demonstrated the qualities addressed.

Nomination process:

To nominate an individual, you will need to compile a nomination packet that includes the following:

- A letter of nomination from any member of the university community. Be sure to include in the letter, the name of the individual being nominated, the nominators professional relationship with the nominee, and the basis for the nomination (maximum of 2 pages).
- At least two, but no more than four letters of support (maximum of 2 pages each). These letters should make clear to a reader from outside the nominee’s work unit how the nominee is outstanding. The letters should come from persons familiar with the nominee’s contributions, and should provide specific examples of how s/he has met the criteria specific to the proposed award.
- At least one of the required letters (nomination or support) needs to come from a person in the nominee’s department. It can be from a faculty member, university staff, academic staff or student.
- A completed Nomination Cover Page (see following).

This year we will only be accepting electronic submissions. Please submit the nomination packet all in one document in Microsoft Word or PDF to Alisha Arnold at alisha.arnold@wisc.edu by 4:00 pm. on **Monday, November 2, 2015**. For assistance with the electronic submission, please contact Alisha Arnold at 263-2321.

**Please note that incomplete nomination packets and nomination letters submitted after the deadline will not be considered.**

**Only one nomination packet will be accepted per employee. If more than one is received, the two nominators will be contacted and instructed to coordinate a single submission.**

Review process:

Nominations will be ranked by the USIC members, a group of your peers. There will be five awards granted in the amount of $3000 each. Based on a proportionate number of employees in each grouping within the College, there will be three awards given to employees in non-exempt administrative support, fiscal & staff services, general broadband; one award given to an employee in a blue collar or technical position; and one award given to an exempt employee. The individuals nominated must have two years consecutive service within the College and are eligible once every ten years.
EXCELLENCE AWARD
COLLEGE OF LETTERS AND SCIENCE
Nomination Cover Page

Please complete this form and include as attachment to nomination email.

Nominator Information:
Name: __________________________________________________________________
Department/Work Unit: _____________________________________
Campus Address: _________________________________________________________
Email: __________________________________________________________________

Nominee Information:
Individual’s Name: _______________________________________________
Position Title: __________________________________________________________
Department/Work Unit: _______________________________________________
Email: __________________________________________________________________

Required Contents of Nomination Packet:
• Nomination Letter (maximum of 2 pages)
• Letters of Support (at least 2 but not more than 4 - maximum of 2 pages each)
• This cover sheet.

**Note that at least one of the letters (nomination or support) needs to come from a person in the nominee’s department. It can be from a faculty member, university staff, academic staff or student.

Please submit the nomination packet all in one document in a Microsoft Word or PDF document to Alisha Arnold at Alisha.arnold@wisc.edu by 4:00 pm. on Monday, November 2, 2015.

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