

**2019**

#### NOMINATION FORM

## University Staff Outstanding Service to UWM Award

**Please note: Faculty and Academic Staff are not eligible for this award.**

**Please submit a separate nomination for each individual-unfortunately group nominations cannot be considered. The exact nomination letters from previous years will not be accepted.**

Name of Nominee Name of Nominator

Title/Classification of Nominee Title/Classification of Nominator

Department of Nominee Department of Nominator

**Respond to all items as they apply to your nominee. Use extra pages if necessary. When possible rate nominated employees on a scale of 1-5 where 1 is not applicable and 5 is the best for each question (in addition to essay).**

1. Describe in detail the nominee's extraordinary workload, project(s) or assignment(s) outside of the normal or expected work performance area, and/or his/her additional responsibilities on temporary duty assignment(s), at the same or a higher level.
2. In reference to No. 1 when and for what length of time did the nominee's outstanding contributions occur? (Please be specific and detailed as possible).
3. Describe how are the duties go above and beyond what is specified in the employee’s position description (be as specific as possible)?
4. Describe in detail how the nominee's outstanding contributions affected and/or benefited his or her respective department, school/college/division, program or the university. Some possible areas to consider are, but are not limited to diversity, significant improvement in efficiency or effectiveness, cost savings, conservation of energy resources, program support, promotion of campus safety, student/staff support programs and contribution to green initiatives.
5. Describe any additional training completed by the nominee beyond his or her job requirements and assignments, which had a direct and immediate benefit on the nominee’s contributions.

**Additional Comments:**

Signature of Nominator Date

**SUBMIT THIS FORM TO THE APPROPRIATE DEAN/DIVISION HEAD**

**NO LATER THAN February 22, 2019 for review or**

**To the University Staff Awards Committee at** usc-awards@uwm.edu **no later than March 29, 2019.**

**SELECTED NOMINEES, SUPERVISORS, AND DEANS/DIVISION HEADS**

**WILL BE NOTIFIED IN WRITING OF THE AWARD.**

####  ****All nomination materials can be sent to usc-awards@uwm.edu****

Nomination materials become confidential and are not returnable.