THE AWARD

The purpose of the Regents Academic Staff Excellence Awards is to recognize the dedicated work, vital services, and outstanding contributions of the UW System’s non-instructional academic staff. Two awards of $7,500 each will be made to non-instructional administrative or professional academic staff members in recognition of their exceptional service to the university. One $7,500 award will be made to a program that is staffed primarily by non-instructional administrative and professional academic staff in recognition of the important role played by academic staff in supporting students and their success. Award recipients will be publicly recognized on June 5, 2020, at the UW System Board of Regents meeting at UW-Milwaukee.

NOMINEE CATEGORIES

UW institutions, including UW System Administration, may submit one nomination per category for a maximum of two nominations per institution. The categories are:

- **Individual** – UW System non-instructional administrative or professional academic staff member. The nominee should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative and creativity, and outstanding achievement.

- **Program** – A UW System program primarily staffed by non-instructional administrative and professional academic staff. The program should provide essential services to the university while demonstrating excellence of performance, initiative and creativity, and outstanding achievement.

ELIGIBILITY

**Individual**

Current UW System non-instructional administrative and professional academic staff members are eligible for the award if they:

- Have fixed term, limited, and/or rolling horizon or indefinite appointments;
- Are employed 50 percent or greater time; and
- Have been members of the academic staff for a minimum of twelve months.

**Program**

Programs staffed primarily by UW System non-instructional administrative and professional academic staff are eligible for the award.
**Selection Criteria**

**Individual**

- **Excellence of Performance:** performance that consistently and substantially exceeds in quality the expectations for the position; performance that has set superior standards of excellence and efficiency in relation to the mission of the departmental unit and the university; performance that has resulted in important and significant contributions to the individual’s department and institution.

- **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 and 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:** performance that consistently and substantially has resulted in important and significant contributions to the departmental unit and that has furthered the mission of the university; performance that has resulted in distinction in one’s profession – 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 and 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 of 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**

**Individual Awards**

Nomination packets should include:

- A letter of nomination addressing the four criteria listed above.
- A one to two-page statement by the nominee on their professional contributions and service to the university.
- One or two letters of support from colleagues qualified to comment on the nominee’s work. Where possible, the four nomination criteria should be addressed.
- A brief resume, not to exceed five pages, which documents the nominee’s performance.
Program Award

Nomination packets should include:

- A letter of nomination addressing the three criteria listed above.
- A one to two-page statement by program staff on the program’s contributions and service to the university.
- One or two letters of support from colleagues qualified to comment on the nominated program.

Where possible, the three nomination criteria should be addressed.

All nomination materials are considered confidential.

SUBMISSION OF NOMINATIONS

A complete set of nomination materials should be submitted electronically, as one PDF document, to the Office of the Secretary of the University, secofunv@uwm.edu no later than February 7, 2020. Please refer all questions to James Hardy, Chair, Academic Staff Awards Committee, jhardy@uwm.edu.

Please submit all nomination materials by Friday, February 7, 2020.