2019-2020
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 ___________________________
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. Use extra pages if necessary. When possible, rate nominated employees on a scale of 1-5 where N/A is not applicable, 1 is the lowest and 5 is the best for each question (in addition to any essay). N/A 1 2 3 4 5

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) Use extra pages if necessary. When possible, rate nominated employees on a scale of 1-5 where N/A is not applicable, 1 is the lowest and 5 is the best for each question (in addition to any essay).

   N/A 1 2 3 4 5
3. Describe how the duties go above and beyond what is specified in the employee's position description (be as specific as possible)?
   Use extra pages if necessary. When possible, rate nominated employees on a scale of 1-5 where N/A is not applicable, 1 is the lowest and 5 is the best for each question (in addition to any essay). N/A 1 2 3 4 5

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.
   Use extra pages if necessary. When possible, rate nominated employees on a scale of 1-5 where N/A is not applicable, 1 is the lowest and 5 is the best for each question (in addition to any essay). N/A 1 2 3 4 5
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. Use extra pages if necessary. When possible, rate nominated employees on a scale of 1-5 where N/A is not applicable, 1 is the lowest and 5 is the best for each question (in addition to any essay).  

N/A 1 2 3 4 5

6. Do you have any additional information that will help us with your nomination? Any other Additional Comments:

____________________________
Signature of Nominator

____________________________
Date

Submit all nomination materials to the University Staff Awards Committee at:  us-awards@uwm.edu no later 4:30 p.m. than March 27, 2020

Winners will be notified in writing. Awards will be presented at the Fall Awards Ceremony.

All nomination materials must be sent to  us-awards@uwm.edu

Nomination materials become confidential and are not returnable.