

Criteria to Establish New Awards for Annual Fall Awards Ceremony

Background

The Fall Awards Ceremony honors faculty and staff who have made, or continue to make, valuable contributions to UW-Milwaukee. The following committees manage the nomination and selection processes for existing awards:

- Faculty Awards: Faculty Awards and Recognition Committee
- Academic Staff Awards: Academic Staff Awards Committee
- University Staff Awards: University Staff Awards Committee
- Ernest Spaight Plaza Awards: Honorary Degrees Committee
- Graduate School Research Awards: Committee of Distinguished Professors
- Joanne Lazirko Award for Innovative Use of Learning Technologies: Center for Excellence in Teaching and Learning Awards Committee

Request to Establish New Award

A proposal to establish new awards for the Fall Awards Ceremony must adhere to these guidelines:

- All awards must have an approved and dedicated funding source that is committed at the time of the proposal for the new award.
- Proposals for new awards to honor a UWM faculty or staff member for exemplary actions that align with UWM's mission, vision and guiding values must include:
 - Support of a Chancellor's Executive Cabinet member as a sponsor;
 - Detailed description of the proposed award and supporting rationale, including historical information if another group has recognized award previously; and
 - Detailed processes for award nominations including:
 - a description of how each nomination will be evaluated;
 - award criteria; and
 - nomination procedures complete with timelines.

Proposed new awards will be reviewed by one or more of the three governance awards committees, depending on type of award and intended recipient employee group(s):

- Faculty Awards and Recognition Committee
- Academic Staff Awards Committee
- University Staff Awards Committee

Award Committees will make recommendations to the appropriate governance executive committee (Academic Staff Committee, University Committee, or University Staff Committee) who will transmit the request to the Chancellor for a new award to be recognized at the Annual Fall Awards Ceremony. The recommendation will be made within 30-calendar days of receiving the proposal. **The Chancellor's decision to approve**



or decline the recommendation is final. A new award must have final approval by February 1st of the year of the event to be included in the current year's Fall Awards ceremony. Awards that receive final approval *after* February 1st, will be included in the following year's ceremony.

Questions about the process may be directed to the Secretary of the University at secofunv@uwm.edu