



University of Wisconsin System REGENTS UNIVERSITY STAFF EXCELLENCE AWARDS

2021 GUIDELINES AND SELECTION CRITERIA

Nomination Deadline: June 25, 2021

THE AWARD

The purpose of the newly created Regents University Staff Excellence Awards is to recognize the dedicated work, vital services, initiative, and outstanding contributions of the UW System's university staff.

Two awards of \$7,500 each will be made to university staff members in recognition of their exceptional service to the university. The funds for these awards are designated to support professional development or other activities approved by the recipients that enhance a university program or function. One award of \$7,500 will be made to a program staffed primarily by university staff in recognition of the important role played by university staff in supporting the UW System mission, priorities, or programs. The funds for the program award are designated to support program enhancements such as the staff recipients' professional development or program-related supplies and expenses, or for other activities approved by the recipients that enhance a university program or function. A Board of Regents Awards Committee will select the recipients.

It is anticipated that award recipients will be publicly recognized at the **October 2021** meeting of the Board of Regents. In addition, all nominees will be recognized by the Board of Regents and in UW System announcements and press releases.

NOMINEE CATEGORIES

UW System universities may nominate one university staff member and one program staffed primarily by university staff for this award. We see this as an opportunity to highlight for our Regents the qualities of our outstanding staff and we strongly encourage you to submit a nomination in each category.

Individual – UW System university staff member. The nominee should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative or creativity, and outstanding achievement. The nominee must:

- Have a permanent appointment; university staff with temporary or project appointments are not eligible for consideration.
- Be employed 50 percent or more time.

- Have been a university staff employee at their institution for a minimum of twelve months.

Program – A UW System program primarily staffed university staff. The program should provide essential services to the university while demonstrating excellence of performance, initiative or creativity, and outstanding achievement.

SELECTION CRITERIA

Each nomination must provide evidence of outcomes and impacts. Nominations which fail to meaningfully address the criteria listed below will not be considered.

Individual

- *Excellence of Performance:* performance that consistently and substantially exceeds in quality the expectations for the position, including, but not limited to, taking on additional responsibilities or increased workload, accepting and completing special projects not part of the normal work duties, or exhibiting behavior that enhances the workplace. The nominees' performance has set superior standards of excellence and efficiency in relation to the mission of the departmental unit and the university and has resulted in important and significant contributions to the nominee's department and university.
- *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 or 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:* actions that by way of their day-to-day activities effected special accomplishments that have demonstrated positive benefits or support for the university and its members as well as significant contributions to the goals and objectives of their work units; performance that has resulted in distinction – 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 or 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 to 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

Nominations should not exceed 10 pages.

Nominations must include:

- A letter of nomination addressing the criteria listed above (*2-page limit*). This should highlight the contributions and the achievements of the nominee as described in the criteria, including evidence of work above and beyond the nominee's stated job responsibilities and requirements.
- A statement by the nominee on their professional contributions and service to the university that includes including evidence of work above and beyond the nominee's stated job responsibilities and requirements (*2-page limit*).
- Two letters of support from colleagues qualified to comment on the nominee's work (*2-page limit each*). Where possible, the nomination criteria should be addressed.
- A brief resume which documents the nominee's performance (*2-page limit*).

Program

Nominations should not exceed 14 pages.

Nominations must include:

- A letter of nomination addressing the three criteria listed above (*4-page limit*).
- A statement by program staff on the program's contributions and service to the university (*3-page limit*).
- One or two letters of support from colleagues qualified to comment on the nominated program (*2-page limit each*). Where possible, the three nomination criteria should be addressed.
- A brief overview of the program (*3-page limit*).

Nomination materials are subject to release under Wisconsin Open Records laws and should be written with the possibility of those materials being made publicly available.

SUBMISSION OF NOMINATIONS

UW System universities may submit one nomination per category for a maximum of two nominations per university.

Each university will determine its own nomination procedures. Nominations should be submitted to the central office designated by each respective university. Check with your university administration office for any deadlines that precede the UW System due date.

After each university identifies the nominees that they would like to forward to the Board of Regents for consideration, it submits the nomination PDFs via www.wisconsin.edu/regents/regent-awards/regents-university-staff-excellence-awards/.

Submit Nomination PDFs no later than midnight June 25, 2021.

Questions regarding the award may be directed to Sal Carranza, Senior Policy Advisor, at scarranza@uwsa.edu or 608.265.9177.