

University of Wisconsin-Milwaukee

**2023 ACADEMIC STAFF OUTSTANDING PERFORMANCE & SERVICE AWARD**

Call for Nominations

The Academic Staff Awards Committee, a standing committee of the Academic Staff, invites nominations for the **2023 Academic Staff Outstanding Performance & Service Awards**. Up to three awards of \$1,500\* will be selected by the Academic Staff Awards Committee. The awards will be announced in the September issue of the *UWM Report* and presented by the Chancellor at a UWM Fall Awards Ceremony.

**EVALUATION**

Each nomination will be evaluated on the basis of a nomination letter plus two additional letters of recommendation. Please follow the numerical format listed below and address each criterion under separate headings. Individual letters should not exceed 3 pages.

The nominee should possess the following:

- 1) Exhibits continued excellent performance evaluations over time in assigned duties;
- 2) Contributes to the University in the form of committee work, special assignments or other extraordinary activities;
- 3) Provides service to the community in capacities that will enhance the University;
- 4) Serves in professional organizations, with awards and recognition, or other evidence of such performance or service;
- 5) Demonstrates factors as initiative, innovation, and dedication to the job.

**CRITERIA**

Nominees should:

- 1) Be members of the Academic Staff with a fixed term, probationary, or indefinite appointment; or a limited appointment with a fixed term, probationary, or indefinite back up appointment;
- 2) Have completed a minimum of four years of service to UWM\*\* (excluding leave of absence) in a 50% or greater appointment in any combination of the appointments listed in #1 above by January 1, 2023;
- 3) Not have received an Academic Staff Award (excluding Professional Development Award) in the prior four years;
- 4) Neither nominees, nor members of their immediate family, may be serving a current term as a member of the Academic Staff Awards Committee.

**NOMINATION PROCEDURE**

Nominations may be submitted by UWM employees or currently enrolled UWM student. The Nominator must:

- 1) Complete the Academic Staff Outstanding Performance & Service Award Nomination Form;
- 2) Write a letter of nomination (not to exceed 3 pages); \*\*\*
- 3) Secure two additional supporting letters of recommendation on behalf of the nominee; \*\*\*
- 4) Inform the nominee of their nomination and request their current vitae/resume;
- 5) Submit **ONE electronic file (pdf preferred)** that includes **all requested materials** by **March 31, 2023** to: Secretary of the University's Office, [secofunv@uwm.edu](mailto:secofunv@uwm.edu)

\* The cash stipend is contingent on budgetary constraints; we cannot guarantee a cash award in 2023.

\*\* UWM includes: UW-Milwaukee, UWM at Washington County, and UWM at Waukesha

\*\*\* Nomination letter and supporting letters of recommendation should address each of the five areas listed above in EVALUATION section. Please keep supporting letters to two pages. Other supporting documents may be required of the finalists at a later date.

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NOMINATION FORM

**I. NOMINEE INFORMATION**

- A. Name:
- B. Department and Campus Address:
- C. Position:
- D. Length of continuous academic staff service at UWM:
- E. Email Address:

**II. NOMINATOR INFORMATION**

- A. Name:
- B. Position & Department:
- C. Telephone number & Email Address:

**III. SUPPORTING LETTERS OF RECOMMENDATION**

In addition to a letter from the nominator, supporting letters of recommendation are submitted by the following two people (include Name, Title, Department, Email, and Telephone Number):

- A.
- B.

**Please follow the numerical format listed below and address each criterion under separate headings. Letters should *not* exceed 3 pages.**

- 1) Exhibits continued excellent performance evaluations over time in assigned duties;
- 2) Contributes to the University in the form of committee work, special assignments or other extraordinary activities;
- 3) Provides service to the community in capacities that will enhance the University;
- 4) Serves in professional organizations, with awards and recognition, or other evidence of such performance or service;
- 5) Demonstrates factors as initiative, innovation, and dedication to the job.

Forward ONE electronic file (PDF preferred) of the completed nomination form, supporting letters, and CV/Resume by **March 31, 2023** to:

Secretary of the University's Office, [secofunv@uwm.edu](mailto:secofunv@uwm.edu)