



## **What are the S.T.A.R. Awards?**

*S.T.A.R. Awards (Staff That Are Remarkable) are given at an annual award ceremony that honors outstanding classified and academic staff members, and initiatives in the Division of Student Affairs at UWM.*

*The S.T.A.R. Award program was established in 2008 to recognize outstanding contributions, appreciate individuals for exceptional performance, and encourage innovation and creative thinking. The award categories and criteria are aligned with the vision of the Division of Student Affairs, which is to inspire student success by creating an environment that fosters well-being, personal growth, and professional development. The awards are presented in April of each year.*

## **The S.T.A.R. Award Selection Process**

### **Award categories are:**

- ACADEMIC STAFF MEMBER OF THE YEAR (full-time, part-time, or LTE)
- CLASSIFIED STAFF MEMBER OF THE YEAR (full-time, part-time, or LTE)
- GRADUATE STUDENT OF THE YEAR
- OUTSTANDING NEW ACADEMIC STAFF (full-time, part-time, or LTE)
- OUTSTANDING NEW CLASSIFIED STAFF (full-time, part-time, or LTE)
- OUTSTANDING PROGRAM, SERVICE, OR INITIATIVE (LARGE and SMALL)
- STELLAR STUDENT AFFAIRS PARTNER (a campus office, department, unit, committee, student organization, or individual)
- SUPERVISOR OF THE YEAR (full-time, part-time, or LTE)
- SUPER S.T.A.R. AWARD (chosen and conferred by the Cabinet of the Vice Chancellor for Student Affairs)

**Nominee Eligibility:** An individual, program or team may receive an award in one category only. Recipients cannot receive the same award in two consecutive years. The members of the Vice Chancellor's Cabinet are not eligible.

**Nominator Information:** Nominators may be any UWM campus community member (student, staff, or faculty). The nominator must submit a nomination form that confirms that all the required criteria in the category of nomination have been met and explains why the award is deserved. Nomination forms are confidential. Nominators can opt to share their name and nomination with the nominee(s) at the time of nomination. After the selection has been made, awardees may request that a copy of their award be placed in their personnel files.

Selection Committee: The selection committee will be comprised of Student Affairs Staff Development Committee (SASDC) members. The committee will review the nominations and deliver its recommendations to the Vice Chancellor of Student Affairs no later than a week prior to the event. At least six members of the committee must be present for the voting process.

## **Nomination Criteria**

### **Academic Staff Member of the Year**

*The purpose of this award is to recognize particular achievements, outstanding contributions and exceptional performance that contribute to the mission of the division.*

#### Eligibility/Requirements:

- Must be an academic staff person (also known as unclassified).
- Must have full-time, part-time, or LTE employee status in the division for at least three years, not as a student worker.
- Consistent dedication, initiative, motivation, positive attitude, and customer service to those they support and with whom they interact.

#### Points of Consideration may include:

- Demonstrates initiative in creative and innovative actions.
- Challenges traditional ways of thinking.
- Demonstrates commitment and sensitivity to diversity.
- Contributes to a positive morale and work environment.
- Creates new relationships across departments.
- Evidence of special contribution to the department's mission and/or division's mission.
- Generated positive results in response to a particular challenge.
- Actions resulted in significant cost savings or operational efficiency.
- Creativity in problem solving and shows initiative.
- Consistently responsive and customer service oriented.
- Creative and innovative actions, challenges traditional ways of working, demonstrates new ways of relating and leading
- Participation in professional organizations and/or staff development activities.

### **University Staff Member of the Year**

*The purpose of this award is to recognize outstanding potential and reward service early in one's career/job.*

#### Eligibility/Requirements:

- Must be a university staff member.
- Must have full-time, part-time, or LTE employee status, not as a student worker.
- Employed in the division for more than three year.

#### Points of Consideration may include:

- Participates in continuous learning and professional development.

- Demonstrates initiative in creative and innovative actions.
- Challenges traditional ways of thinking.
- Demonstrates commitment and sensitivity to diversity.
- Special contributions to the department's mission and/or the division's mission.
- Contributes to a positive morale and work environment.
- Generated positive results in response to a particular challenge.
- Actions resulted in significant cost savings or operational efficiency.

### **Graduate Student of the Year**

*The purpose of this award is to recognize particular achievements, outstanding contributions and exceptional performance that contribute to the mission of the division.*

#### Eligibility/Requirements:

- Must be a graduate student working in a project or graduate assistant role.
- Must have served in the capacity for at least 6 months prior to nomination.
- Consistent dedication, initiative, motivation, positive attitude, and customer service to those they support and with whom they interact.

#### Points of Consideration may include:

- Demonstrates initiative in creative and innovative actions.
- Challenges traditional ways of thinking.
- Demonstrates commitment and sensitivity to diversity.
- Contributes to a positive morale and work environment.
- Creates new relationships across departments.
- Evidence of special contribution to the department's mission and/or division's mission.
- Generated positive results in response to a particular challenge.
- Actions resulted in significant cost savings or operational efficiency.
- Creativity in problem solving and shows initiative.
- Consistently responsive and customer service oriented.
- Creative and innovative actions, challenges traditional ways of working, demonstrates new ways of relating and leading
- Participation in professional organizations and/or staff development activities.
- Integrates classroom knowledge into professional experiences.
- Shows promise as a future Student Affairs professional.

### **Outstanding New Academic Staff**

*The purpose of this award is to recognize outstanding potential and reward service early in one's career/job.*

#### Eligibility/Requirements:

- Must be an academic staff member (also known as unclassified).
- Must have full-time, part-time, or LTE employee status, not as a student worker.
- Employed in the division for fewer than three years (but at least one year).

Points of Consideration may include:

- Participation in professional organizations.
- Participates in continuous learning and professional development.
- Demonstrates initiative in creative and innovative actions.
- Challenges traditional ways of thinking.
- Demonstrates commitment and sensitivity to diversity.
- Special contributions to the department's mission and/or the division's mission.
- Contributes to a positive morale and work environment.
- Generated positive results in response to a particular challenge.
- Actions resulted in significant cost savings or operational efficiency.

**Outstanding New University Staff**

*The purpose of this award is to recognize outstanding potential and reward service early in one's career/job.*

Eligibility/Requirements:

- Must be a university staff member.
- Must have full-time, part-time, or LTE employee status, not as a student worker.
- Employed in the division for fewer than three years (but at least one year).

Points of Consideration may include:

- Participates in continuous learning and professional development.
- Demonstrates initiative in creative and innovative actions.
- Challenges traditional ways of thinking.
- Demonstrates commitment and sensitivity to diversity.
- Special contributions to the department's mission and/or the division's mission.
- Contributes to a positive morale and work environment.
- Generated positive results in response to a particular challenge.
- Actions resulted in significant cost savings or operational efficiency.

**Award for Outstanding SMALL Program, Service or Initiative**

*The purpose of this award is to recognize individuals or groups of individuals who have worked together to achieve a particular success. If individuals from outside the division were involved in a Student Affairs team effort, please do not hesitate to name these team members so that they may be recognized.*

Eligibility/Requirements:

- New or updated program, service or initiative intended to serve under 100 students.
- New or updated program, service or initiative meets a specific strategic outcome(s) in accordance with the division's core values, vision and mission.
- Resources (people, time, funds, materials, marketing, etc.) were utilized effectively in the development and implementation of the program.
- Evidence of how the program impacts students and the campus must be demonstrated.

Points of Consideration may include:

- Engages students in active learning.
- Assists students to develop coherent values, integrity and ethical responsibility.
- Is innovative or experimental in nature.
- Contributes to the 1st year experience.
- Aligns with the outcomes of UWM's Access to Success and/or the P.R.I.D.E. Message.
- Promotes student development and leadership.
- Prepares students for healthy and balanced lifestyles.
- Fosters campus and community engagement in a diverse and inclusive environment.
- Creates or enhances strong, collaborative working relationships among academic and student affairs staff (structural or functional).
- The service makes a significant contribution to improving the physical environment and/or safety of the campus and thus makes UWM a more comfortable place to live and learn.
- May involve the design or implementation of a new system that brings about improved efficiency of operation, lowers operating costs, improves assessment or improves the quality of service provided.
- Enriches the quality of life at UWM.
- Improves the condition of our facilities.
- Enhances current services to students through suggesting better, more collaborative ways to perform work
- Models and communicates a service orientation with continuous feedback from students to improve services.
- The service is seamlessly connected to other departments in the division and the university.
- Enhances current services to students through suggesting better, more collaborative ways to perform work
- Models and communicates a service orientation with continuous feedback from students to improve services.
- The service is seamlessly connected to other departments in the division and the university.

### **Award for Outstanding LARGE Program, Service or Initiative**

*The purpose of this award is to recognize individuals or groups of individuals who have worked together to achieve a particular success. If individuals from outside the division were involved in a Student Affairs team effort, please do not hesitate to name these team members so that they may be recognized.*

#### Eligibility/Requirements:

- New or updated program, service or initiative intended to serve over 100 students.
- New or updated program, service or initiative meets a specific strategic outcome(s) in accordance with the division's core values, vision and mission.

- Resources (people, time, funds, materials, marketing, etc.) were utilized effectively in the development and implementation of the program.
- Evidence of how the program impacts students and the campus must be demonstrated.

Points of Consideration may include:

- Engages students in active learning.
- Assists students to develop coherent values, integrity and ethical responsibility.
- Is innovative or experimental in nature.
- Contributes to the 1st year experience.
- Aligns with the outcomes of UWM's Access to Success and/or the P.R.I.D.E. Message.
- Promotes student development and leadership.
- Prepares students for healthy and balanced lifestyles.
- Fosters campus and community engagement in a diverse and inclusive environment.
- Creates or enhances strong, collaborative working relationships among academic and student affairs staff (structural or functional).
- The service makes a significant contribution to improving the physical environment and/or safety of the campus and thus makes UWM a more comfortable place to live and learn.
- May involve the design or implementation of a new system that brings about improved efficiency of operation, lowers operating costs, improves assessment or improves the quality of service provided.
- Enriches the quality of life at UWM.
- Improves the condition of our facilities.
- Enhances current services to students through suggesting better, more collaborative ways to perform work
- Models and communicates a service orientation with continuous feedback from students to improve services.
- The service is seamlessly connected to other departments in the division and the university.
- Enhances current services to students through suggesting better, more collaborative ways to perform work
- Models and communicates a service orientation with continuous feedback from students to improve

**Stellar Student Affairs Partner**

*The purpose of this award is to recognize an exceptional campus office, department, unit, committee, student organization, or individual for their contributions to student's lives and success.*

Eligibility/Requirements:

- Any on-campus office, department, unit, committee or individual (not housed in or working within the Division of Student Affairs).
- Any campus affiliated student organization.

Points of Consideration for offices, departments, units, committees, or student organizations may include:

- Collaboratively works with Student Affairs.
- Engages in great & sustainable partnerships with Student Affairs.
- Delivers high quality programs, activities and services that lead to meaningful collegiate experiences.
- Endeavors to create a diverse and inclusive environment.

Points of Consideration for an individual may include:

- Contributes to the well being and success of UWM students.
- Delivers high quality programs, activities and services.
- Strives to create an environment that fosters student growth and life-long learning.
- Works to prepare students for engaged citizenship, ethical leadership, and healthy and balanced lives.

### **Supervisor of the Year**

*The purpose of this award is to recognize a stellar supervisor.*

Eligibility/Requirements:

- Must supervise at least one classified, academic, or student staff member.
- Must be a classified or academic staff member within the Division of Student Affairs.
- Must have full-time, part-time, or LTE employee status in the division for at least three years, not as a student worker.

Points of Consideration may include:

- Encourages an environment that promotes personal and professional growth among staff.
- Nurtures appropriate work/life balance.
- Demonstrates initiative in creative and innovative actions.
- Challenges traditional ways of thinking.
- Demonstrates commitment and sensitivity to diversity.
- Contributes to a positive morale and work environment.
- Challenges traditional ways of working, demonstrates new ways of relating and leading.