
Nomination Guidelines for the 2008 Academic Staff Regents Awards for Excellence

On behalf of the Board of Regents, the UW System Administration's Office of the Senior Vice President for Academic Affairs invites each institution to submit one nomination for the 2008 Academic Staff Regents Awards for Excellence. The nominee should be a non-instructional academic staff member. He or she should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative and creativity, and outstanding achievement.

Two \$5,000 awards will be made to two non-instructional academic staff members in recognition of their exceptional service to the university. The funds for these awards will be designated to support the recipients' professional development or for other activities approved by the recipients that enhance a university program or function. The recipients will be honored at the May 2008, Board of Regents meeting held in Madison, Wisconsin.

Nomination Deadline: February 1, 2008

A complete set of nomination materials should be **submitted electronically** to the Office of the Secretary of the Academic staff at cmccabe@wisc.edu by February 1. Please refer all questions to Bob Jokisch, Special Assistant to the Senior Vice President, (608) 262-5450 or bjokisch@uwsa.edu.

Selection Committee

Members of the Professional Development and Recognition Committee of the Academic Staff Assembly will select the UW-Madison nomination to be submitted from among the applications received. A Special Regents Committee will select the recipients.

Eligibility

Current UW System non-instructional academic staff members are eligible for the award if they:

- have fixed term, limited, and/or rolling horizon or indefinite appointments,
- are employed 50 percent time or greater, and
- have been members of the academic staff for a minimum of twelve months.

Criteria

Nomination materials should address the following criteria, as they will be considered by the Special Regents Committee in the review of all nominations. All references to "institution" are intended to include UW System Administration.

Excellence of Performance: performance that consistently and substantially exceeds in quality the expectations for the position; performance that 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 his or her department and institution.

Personal Interaction: performance that consistently and substantially demonstrates ability and willingness to work positively and effectively with others; performance that demonstrates ability and willingness to manage changes in work priorities, procedures, and organization.

Initiative and 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: performance that consistently and substantially has resulted in important and significant contributions to the departmental unit and that has furthered the mission of the university; performance that has resulted in distinction in one's profession -- campuswide, systemwide, statewide, nationally or internationally.

Nomination Materials

Nomination procedures shall be determined by each individual institution. Supporting materials should include:

- A letter of nomination addressing the four criteria listed above.
- A one or two page statement by the nominee on his or her professional contributions and service to the university.
- Up to four letters of support from colleagues qualified to comment on the nominee's work. Where possible, the four nomination criteria should be addressed.
- A brief resume, not to exceed five pages, which documents the nominee's performance.

All nomination materials are confidential. However, after the selection has been made, the nomination forms and supporting documents will be returned to the institution to be placed in the individual's personnel files.

The Award

- A \$5,000 award for professional development for the recipient, or for other activities approved by the recipient that enhance a university program or function.
- Public recognition at the May 2008, UW Board of Regent's meeting in Madison, Wisconsin.
- News releases sent to state and local media and to the recipient's hometown, upon the recipient's consent.