
2009 Academic Staff Regents Award for Excellence

Program Award Nomination Guidelines

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 2009 Academic Staff Regents Award for Program Excellence. The nomination should be for a non-instructional Academic Staff program. The program should provide essential services to the university while demonstrating excellence of performance, initiative and creativity, and outstanding achievement.

One \$5,000 award will be made to a non-instructional academic staff program in recognition of its exceptional service to the university. The funds for this award will be 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 staff recipients that enhance a university program or function. The recipients will be honored at a 2009 Board of Regents meeting.

Nomination Deadline: February 13, 2009

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 13, 2009. Please refer all questions to Sal Carranza, Senior Institutional Planner, (608) 265-9177 or scarranza@uwsa.edu.

Selection Committee

The Professional Development and Recognition Committee of the Academic Staff Assembly will choose the nomination packet to forward to the Regents from those submitted by UW-Madison programs. A Special Regent Committee will select the final recipients.

Eligibility

Programs staffed primarily by UW System non-instructional academic staff members are eligible for the award.

Criteria

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

- *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 and Creativity*: performance that consistently and substantially demonstrates an innovative approach, thereby improving productivity and the performance of program services.
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- *Outstanding Achievement*: performance that consistently and substantially has resulted in important and significant contributions of the program and that has furthered the mission of the university; performance that has resulted in distinction – 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 three criteria listed above.
- A one- or two-page statement by program staff on the program's contributions and service to the university.
- Up to four letters of support from colleagues qualified to comment on the nominated program. Where possible, the three nomination criteria should be addressed.
- All nomination materials are confidential. However, after the selection has been made, the nomination forms and supporting documents will be returned to the institution.

The Award

- A \$5,000 award 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 staff recipients that enhance a university program or function.
- Public recognition at a 2009 UW Board of Regent's meeting.
- News releases sent to state and local media.