2016 Regents Academic Staff Excellence Awards

Individual Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration Office of the Senior Vice President for Academic and Student Affairs invites each institution to submit one nomination for the 2016 Regents Academic Staff Excellence Awards. 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 recipient’s professional development or for other activities approved by the recipient that enhance a university program or function. The recipients will be honored at the April 2016 Board of Regents meeting at UW-Green Bay.

Nomination Deadline: JANUARY 15, 2016
A complete set of nomination materials should be submitted electronically as one PDF document to afgp@uwsa.edu by January 15, 2016. Check with your campus administration office for institutional deadlines that precede the posted UW System due date. Please refer all questions to Sal Carranza, Senior Academic Planner, 608. 265.9177 or scarranza@uwsa.edu.

Selection Committee
The Regents Academic Staff Excellence Awards 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, because they will be considered by the 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; performance that has resulted in important and significant contributions to the individual’s department and institution.
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 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 – campus-wide, systemwide, statewide, nationally, or internationally.

Nomination Materials
Nomination procedures shall be determined by each individual institution. Supporting materials are limited to:

- A nomination Cover Sheet (attached);
- A letter of nomination from the Provost or Chancellor 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;
- One to four letters of support from colleagues qualified to comment on the nominee’s work. Where possible, the four nomination criteria should be addressed; and
- A brief resume, not to exceed five pages, which documents the nominee’s performance.

All nomination materials are considered confidential.

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 April 2016 Board of Regents meeting at UW-Green Bay; and
- News releases sent to state and local media.
2016 Regents Academic Staff Excellence Awards

Program Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration Office of the Senior Vice President for Academic and Student Affairs invites each institution to submit one nomination for the 2016 Regents Academic Staff Excellence Awards. 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 professional development, program-related supplies and expenses, or other activities that enhance the university program or function. The recipients will be honored at the April 2016 Board of Regents meeting at UW-Green Bay.

Nomination Deadline: January 15, 2016
A complete set of nomination materials should be submitted electronically as one PDF document to afgp@uwsa.edu by January 15, 2016. Check with your campus administration office for institutional deadlines that precede the posted UW System due date. Please refer all questions to Sal Carranza, Senior Academic Planner, 608.265.9177 or scarranza@uwsa.edu.

Selection Committee
The Regents Academic Staff Excellence Awards Committee will select the 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, because they will be considered by the Regents 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; and
- **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 – campus-wide, systemwide, statewide, nationally, or internationally.

Nomination Materials
Nomination procedures shall be determined by each individual institution. Supporting materials are limited to:

- A nomination Cover Sheet (attached);
- A letter of nomination from the Provost or Chancellor 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; and
- One 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 considered confidential.

**The Award**
- A $5,000 award designated to support program enhancements such as professional development, program-related supplies and expenses, or other activities that enhance the program or function;
- Public recognition at the April 2016 Board of Regents meeting at UW-Green Bay; and
- News releases sent to state and local media.