



## 2024 Regents Academic Staff Excellence Awards Individual Award Nomination Guidelines

On behalf of the Board of Regents, the Academic Staff Professional Development and Recognition Committee (PDRC) invites nominations from UW-Madison for the **2024 Regents Academic Staff Excellence Awards**. Nominees should be non-instructional academic staff members who provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative, creativity, and outstanding achievement.

### **NOMINATION DEADLINE FOR UW-MADISON NOMINEES: Monday, January 29, 2024**

A complete set of nomination materials should be submitted through the application website located at <https://apps.ohr.wisc.edu/staffdev/> by **Monday, January 29, 2024**. Please refer all questions to Lesley Fisher at [pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu).

### **SELECTION COMMITTEE**

The UW-Madison PDRC will select one nominee from UW-Madison to forward to the Universities of Wisconsin. The Regents Academic Staff Excellence Awards Committee will select the recipients.

Two awards of \$7,500 each will be made to non-instructional academic staff within the Universities of Wisconsin in recognition of their exceptional service to their 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. It is anticipated that award recipients will be publicly recognized at the June 7, 2024 Board of Regents meeting.

### **ELIGIBILITY**

Current UW-Madison 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 must provide evidence of outcomes and impacts, and should meaningfully address the following criteria:

- **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 university.

- **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 materials should not exceed 15 pages and must include:

- A letter of nomination from the supervisor addressing the four criteria listed above (4-page limit).
- A statement by the nominee on their professional contributions and service to the university (2-page limit).
- Up to two letters of support from colleagues qualified to comment on the nominee's work (2-page limit each). Where possible, the four nomination criteria should be addressed.
- A brief resume which documents the nominee's performance (5-page limit).

Nomination materials are subject to release under Wisconsin Open Records laws and should be written with the possibility of those materials being made publicly available.

## **AWARD**

- A \$7,500 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 June 7, 2024 Board of Regents meeting.

# 2024 Regents Academic Staff Excellence Awards Program Award Nomination Guidelines

On behalf of the Board of Regents, the Academic Staff Professional Development and Recognition Committee (PDRC) invites nominations from UW-Madison for the **2024 Regents Academic Staff Excellence Awards**. Nominations should be for non-instructional academic staff programs that provide essential services to the university while demonstrating excellence of performance, initiative, creativity, and outstanding achievement.

## **NOMINATION DEADLINE FOR UW-MADISON NOMINEES: Monday, January 29, 2024**

A complete set of nomination materials should be submitted through the application website located at <https://apps.ohr.wisc.edu/staffdev/> by **Monday, January 29, 2024**. Please refer all questions to Lesley Fisher at [pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu).

## **SELECTION COMMITTEE**

The UW-Madison PDRC will select one nominee from UW-Madison to forward to the Universities of Wisconsin. The Regents Academic Staff Excellence Awards Committee will select the recipient.

One \$7,500 award will be made to a non-instructional academic staff program within the Universities of Wisconsin in recognition of the important role played by academic staff in supporting students and their success. 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. It is anticipated that award recipients will be publicly recognized at the June 7, 2024 Board of Regents meeting.

## **ELIGIBILITY**

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

## **CRITERIA**

Nomination materials must provide evidence of outcomes and impacts, and should meaningfully address the following criteria:

- ***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.
- ***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 materials should not exceed 14 pages and must include:

- A letter of nomination addressing the three criteria listed above (4-page limit).

- A statement by program staff on the program's contributions and service to the university (3-page limit).
- Up to two letters of support from colleagues qualified to comment on the nominated program (2-page limit each). Where possible, the three nomination criteria should be addressed.
- A brief overview of the program (3-page limit).

Nomination materials are subject to release under Wisconsin Open Records laws and should be written with the possibility of those materials being made publicly available.

#### **AWARD**

- A \$7,500 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 the June 7, 2024 Board of Regents meeting.