



## BOARD OF REGENTS ACADEMIC STAFF EXCELLENCE AWARD

### 2024 GUIDELINES AND SELECTION CRITERIA

---

**Nomination Deadline: February 16, 2024, 11:59 p.m.**

#### THE AWARD

The purpose of the Regents Academic Staff Excellence Awards is to recognize the dedicated work, vital services, and outstanding contributions of non-instructional academic staff at the Universities of Wisconsin.

Two awards of \$7,500 each will be made to non-instructional administrative or professional academic staff members in recognition of their exceptional service to the university. The funds for these awards are designated to support professional development or other activities approved by the recipients that enhance a university program or function. One \$7,500 award will be made to a program that is staffed primarily by non-instructional administrative and professional academic staff in recognition of the important role played by academic staff in supporting students and their success. The funds for this award are 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 Regents Academic Staff Excellence Awards Committee will select the recipients.

It is anticipated that award recipients will be publicly recognized at the **June 7, 2024**, meeting of the Board of Regents.

#### NOMINEE CATEGORIES

The universities may nominate one non-instructional administrative or professional academic staff member and one program primarily staffed by non-instructional and professional staff for these awards. We see this as an opportunity to highlight for our Regents the qualities of our outstanding staff and programs and we strongly encourage you to submit a nomination in each category.

- **Individual** – Non-instructional administrative or professional academic staff member. The nominee should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative and creativity, and outstanding achievement. The individuals must:
  - Have fixed term, limited, and/or rolling horizon or indefinite appointments.
  - Be employed 50 percent or more time.
  - Have been members of the academic staff for a minimum of twelve months.

- **Program** – A program primarily staffed by non-instructional administrative and professional academic staff. The program should provide essential services to the university while demonstrating excellence of performance, initiative and creativity, and outstanding achievement.

## **SELECTION CRITERIA**

Each nomination must provide evidence of outcomes and impacts. Nominations which fail to meaningfully address the criteria listed below will not be considered.

### **Individual**

- *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.

### **Program**

- *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**

### **Individual**

Nominations should not exceed 15 pages.

Nominations must include:

- A nomination letter from the Chancellor or Provost 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*).
- One or 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*).

### **Program Award**

Nominations should not exceed 14 pages.

Nominations must include:

- A nomination letter from the Chancellor or Provost 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*).
- One or 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.**

## **SUBMISSION OF NOMINATIONS**

Universities may submit one nomination per category for a maximum of two nominations per university.

Each university will determine its own nomination procedures. Nominations should be submitted to the central office designated by each respective university. Check with your university administration office for any deadlines that precede the due date for submissions to the Board of Regents.

After each university identifies the nominees that they would like to forward to the Board of Regents for consideration, it submits nomination PDFs via:

<https://www.wisconsin.edu/regents/regent-awards/regents-academic-staff-excellence-awards/>.

**Submit Nomination PDFs no later than 11:59 p.m., February 16, 2024.**

Direct questions regarding the award to the Board of Regents Office at (608) 262-2324 or [board@uwsa.edu](mailto:board@uwsa.edu).