



2024 GUIDELINES AND SELECTION CRITERIA

Nomination Deadline: May 3, 2024

THE AWARD

The purpose of the Regents University Staff Excellence Awards is to recognize the dedicated work, vital services, initiative, and outstanding contributions of university staff throughout the Universities of Wisconsin.

Two awards of \$7,500 each will be made to university 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 award of \$7,500 will be made to a program staffed primarily by university staff in recognition of their important role in supporting the mission, priorities, or programs of the university. The funds for the program 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 recipients that enhance a university program or function. The Regents University Staff Excellence Awards Committee will select the award recipients.

It is anticipated that award recipients will be publicly recognized at the **September 27, 2024**, meeting of the Board of Regents hosted by UW-Parkside. In addition, all nominees will be recognized by the Board of Regents and in Universities of Wisconsin announcements and press releases.

NOMINEE CATEGORIES

Each university may nominate one university staff member and one program staffed primarily by university staff for this award. We see this as an opportunity to highlight for our Regents the qualities of our outstanding staff and we strongly encourage you to submit a nomination in each category.

Individual – UW university staff member. The nominee should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative or creativity, and outstanding achievement. The nominee must:

- Have a permanent appointment; university staff with temporary or project appointments are not eligible for consideration.
- Be employed 50 percent or more time.
- Have been a university staff employee at their university for a minimum of twelve months.

Program – A UW program primarily staffed by university staff. The program should provide essential services to the university while demonstrating excellence of performance, initiative or 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, including, but not limited to, taking on additional responsibilities or increased workload, accepting and completing special projects not part of the normal work duties, or exhibiting behavior that enhances the workplace. The nominees' performance 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 the nominee'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 or 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:* actions that by way of their day-to-day activities effected special accomplishments that have demonstrated positive benefits or support for the university and its members as well as significant contributions to the goals and objectives of their work units; performance that has resulted in distinction – 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 or 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 to 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

Nomination materials should be submitted as one pdf file, not exceeding 9 pages, and should include:

- A signed letter of endorsement from the Provost or Chancellor approving the nomination (*1 page; form is provided by the Office of the Board of Regents*).
- A statement by the nominee on their professional contributions and service to the university that includes including evidence of work above and beyond the nominee's stated job responsibilities and requirements (*2-page limit*).
- Two letters of support from colleagues qualified to comment on the nominee's work (*2-page limit each*). Where possible, the nomination criteria should be addressed.
- A brief resume which documents the nominee's performance (*2-page limit*).

Program

Nomination materials should be submitted as one pdf file, not exceeding 11 pages, and should include:

- A signed letter of endorsement from the Provost or Chancellor approving the nomination (*1 page; form is provided by the Office of the Board of Regents*).
- 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

UW 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 UW Administration due date.

After each university identifies the nominees that they would like to forward to the Board of Regents for consideration, it submits the nomination PDFs via www.wisconsin.edu/regents/regent-awards/regents-university-staff-excellence-awards/.

Submit Nomination PDFs no later than May 3, 2024.

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