2019 Regents' Academic Staff Excellence Awards

Individual Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration's Office of the Vice President for Academic and Student Affairs invites each institution to submit one nomination for the **2019 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 recipients' professional development or for other activities approved by the recipients that enhance a university program or function. The recipients will be honored at the **June 7, 2019 Board of Regents** meeting to be held at **UW-Milwaukee**.

Nomination Deadline: March 1, 2019

A complete set of nomination materials should be submitted electronically as one PDF document to apei@uwsa.edu by **March 1, 2019**. 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 Policy Advisor, at (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 should include:

- A letter of nomination 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;
- Up to two 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 **June 7, 2019 UW System Board of Regents** meeting at **UW-Milwaukee**; and
- News releases sent to state and local media, and to the recipient's hometown upon the recipient's consent.

2019 Regents' Academic Staff Excellence Awards
Program Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration's Office of the Vice President for Academic and Student Affairs invites each institution to submit one nomination for the **2019 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 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 the **June 7, 2019 Board of Regents** meeting to be held at **UW-Milwaukee**.

Nomination Deadline: March 1, 2019

A complete set of nomination materials should be submitted electronically as one PDF document to apei@uwsa.edu by **March 1, 2019**. 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 Policy Advisor, at (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 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; 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 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; and
- Up to two 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 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, 2019 UW System Board of Regents** meeting at **UW-Milwaukee;** and
- News releases sent to state and local media.