

2019-2020 College of Letters & Science University Staff Excellence Awards

Look around you. Do you know a College university staff member whose performance is exemplary, and who regularly goes above and beyond the call of duty? If so, take this opportunity to nominate them for a \$3000 College of Letters & Science University Staff Excellence Award!

There will be five awards granted in the amount of **\$3,000** each. Based on a proportionate number of employees in each grouping within the College, the award distribution will be:

- 3- Employees in non-exempt administrative support, fiscal & staff services, general broadband
- 1- Employee in a blue collar or technical position
- 1- Employee in an exempt position.

Why Nominate a Colleague?

- ❖ Their performance and work products are outstanding
- ❖ They have made a significant impact to the program or to the University
- ❖ They continually seek to initiate, improve or refine methods/procedures that make things better
- ❖ They are regularly sought out for advice, consultation and mentoring by students and/or staff
- ❖ They consistently demonstrate outstanding leadership skills and initiatives
- ❖ They take initiative to creatively resolve complex and/or sensitive problems affecting the organization
- ❖ Their attitude contributes to the creation of a positive workplace climate and/or diversity
- ❖ To recognize their value to the organization

Eligibility Requirements:

- The nominee must have two years of consecutive service within the College of Letters and Science
- Previous award winners are not eligible for nomination for ten years from date of award.
- At least one person from the nominee's department needs to complete the Award Questionnaire. It can be from a faculty member, university staff, academic staff or student.

Nomination process:

To nominate an individual, you will need to compile a nomination packet that includes the following:

1. Completed Nomination Cover Page (see following).
2. At least two, but no more than four completed Award Questionnaires. The questionnaires should come from colleagues familiar with the nominee's contributions and should provide specific examples of how the employee has met the criteria.
3. Submit all the nomination materials as one document in Microsoft Word or PDF to Lori DeMeuse at lori.demeuse@wisc.edu by **Monday, November 4, 2019**.

The College of Letters and Science University Staff Issues Committee will select winners using the materials provided in the nomination file. Nominees will be evaluated in the following categories: ***overall impact, initiative, leadership, and climate.***

Notes:

Only one submission per employee. If more than one nomination is received, the two nominators will be contacted and instructed to coordinate a single file. Incomplete or late submissions will not be accepted.

**2019-2020 College of Letters & Science
University Staff Excellence Awards**

Nomination Cover Sheet

Please submit the nomination materials as a single document in a Microsoft Word or PDF document to Lori DeMeuse at lori.demeuse@wisc.edu by **Monday, November 4, 2019**.

Nominee Information:

Name: _____

Position Title: _____

Department/Work Unit: _____

Hire Date within L&S _____

Email: _____

Submitted by:

Name: _____

Department/Work Unit: _____

Position Title: _____

Email: _____

Award Questionnaires Completed by:

1. _____

2. _____

3. _____

4. _____

Required Contents of Nomination File:

- Nomination Cover sheet
- Completed Award Questionnaires (at least 2 but no more than 4)