

College of Letters and Science Academic Staff Awards 2019 Call for Nominations

**Nominations are due electronically to Dean Scholz's assistant Lori DeMeuse
no later than 4:30 PM on Friday, March 15, 2019**

The Dean of the College of Letters and Science (L&S) will annually provide awards recognizing the contributions of L&S academic staff members in three categories: Early Career, Mid-Career, and the Distinguished Service Award. There will be at least one award in each of the three categories with the possibility of additional awards in the Early Career and Mid-Career categories. Nominations will be accepted from any member of the University Community. Recipients of these awards will be honored at a reception May 8, 2019.

Individuals may be nominated for only one L&S award each calendar year. **Individuals may be nominated again for awards if they did not win an award from a previous nomination.** Previous award winners are not eligible for re-nomination in the same category in which they won an award. Emeritus faculty are not considered academic staff for the purpose of these awards. Academic staff members must be employed at least 50% when applying for an award.

Award Categories

Early Career Award (one to three awards annually with a stipend of \$2,000)

Candidate has been a member of L&S Academic Staff for 0 to 7 years (including this current year) and is generally considered to be "early" in his or her career. The recipient of the Early Career Award will have a record that best demonstrates:

- outstanding performance in his or her position,
- substantial promise of future contributions, and
- a high degree of professionalism.

Mid-Career Achievement Award (one to three awards annually with stipends of \$3,000 each)

Candidate has been a member of L&S Academic Staff for 8 or more years (including this current year). The recipient of a Mid-Career Achievement Award will have a record that best demonstrates:

- outstanding performance in his or her position,
- leadership and service beyond his or her position, and
- substantial professional competency and the promise of continuing contributions.

Judith S. Craig Distinguished Service Award (one award annually with a stipend of \$5,000)

Candidate has been a member of L&S Academic Staff for 15 or more years. The recipient of the Judith S. Craig Distinguished Service Award will have a record that best demonstrates outstanding service to the college and university throughout his or her career. Nominees may be current UW employees or past UW employees who were employed as of June 15th of the year prior to the nomination receipt date.

Nomination Packets

The following items must be **sent as a single pdf. file** to Lori DeMeuse at lori.demeuse@wisc.edu by Friday, March 15, 2019.

- The attached cover page
- A letter of nomination from any member of the university community (2 pages maximum). This letter must include the name of the individual being nominated, the award being sought, the number of years the nominee has been a member of the academic staff in L&S (please note the employment start month and year), the nominator's professional relationship with the nominee, and the basis for the nomination.
- At least two, but no more than four letters of support (maximum 2 pages each). These letters should make clear to a leader from outside the nominee's work unit why the nominee is outstanding. The letters should come from persons familiar with the nominee's contributions, and should provide specific examples of how s/he has met the criteria specific to the award being proposed. Neither the Dean nor any member of the L&S PDRC Review Committee may nominate or write letters of support.
- A CV/Resume for the nominee (6 pages maximum) containing highlights of the nominee's career.

Please note: At least one of the required letters must be from a person within the nominee's work unit.

Please direct any questions regarding the program or the nomination process to Stephen Block at sbblock@wisc.edu.

**College of Letters and Science
Academic Staff Award Nomination Cover Page**

Please include this as the first page of nomination packet.

Award Category (check one):

- _____ Early Career Award
- _____ Mid-Career Achievement Award
- _____ Judith S. Craig Distinguished Service Award

Nominee:

Name: _____

Title: _____

Department/
Work Unit: _____

Required Contents of Nomination Packet

- Cover page
- One letter of nomination
- Two to four letters of support
- CV/Resume

A single pdf of the nomination packet is due to Lori DeMeuse at lori.demeuse@wisc.edu no later than 4:30 PM on Friday, March 15, 2019.