



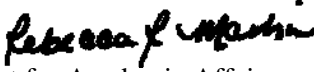
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**Nominations Due: March 5, 2010**

October 26, 2009

TO: Chancellors

FROM: Rebecca R. Martin   
Senior Vice President for Academic Affairs

RE: Academic Staff Regents Award for Excellence

On behalf of the Board of Regents, I am pleased to invite each University of Wisconsin System institution to submit nominations for the 2010 Academic Staff Regents Award for Excellence. With this award, the Regents demonstrate their strong appreciation for the dedicated work, vital services, and outstanding contributions of the UW System's non-instructional academic staff. In addition to two individual recipients, a third award will be made to honor an outstanding program. Each award will be for \$5,000, to be presented at a 2010 meeting of the Board of Regents.

Your nominee for the individual award should be a non-instructional academic staff member, and your nomination for the program award should be one that is staffed primarily by UW System non-instructional academic staff members. A Special Regent Committee will screen nominees based on four criteria: excellence of performance, personal interaction, initiative and creativity, and outstanding achievement. Similar criteria will be applied to nominated programs. Although the nomination procedures and materials submitted are left entirely to the individual institution, we ask for consistent documentation that explicitly addresses these criteria to accompany the nomination materials. The enclosed guidelines provide detailed information on the criteria for both award categories and on the supporting documentation needed.

*Please submit all nomination materials electronically by March 5, 2010, to the attention of Sal Carranza at [acss@uwsa.edu](mailto:acss@uwsa.edu). Should you have any questions, please contact Sal Carranza, Senior Institutional Planner, at (608) 265-9177 or [scarranza@uwsa.edu](mailto:scarranza@uwsa.edu).*

Thank you for your support of this very important award.

Enclosure

cc: Board of Regents  
Kevin P. Reilly, President  
President's Cabinet  
Provosts & Vice Chancellors  
Academic Staff Representatives  
Sal Carranza, Senior Institutional Planner  
Laurie Grams, Controller, UW System Administration  
Donna Silver, Secretary of the Academic Staff's Office, UW-Madison  
Judith Temby, Secretary, Board of Regents

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# 2010 Academic Staff Regents Award for Excellence

## Individual Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration's Office of the Senior Vice President for Academic Affairs invites each institution to submit one nomination for the 2010 Academic Staff Regents Award for Excellence. 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 a 2010 Board of Regents meeting.

### **Nomination Deadline: March 5, 2010**

A complete set of nomination materials should be submitted electronically to the Office of the Senior Vice President for Academic Affairs at [acss@uwsa.edu](mailto:acss@uwsa.edu) by March 5, 2010. 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 Institutional Planner, (608) 265-9177 or [scarranza@uwsa.edu](mailto:scarranza@uwsa.edu).

### **Selection Committee**

A Special Regents 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, as they will be considered by the Special 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

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efficiency in relation to the mission of the departmental unit and the university, and has resulted in important and significant contributions to his or her department and institution.

*Personal Interaction:* performance that consistently and substantially demonstrates ability and willingness to work positively and effectively with others; performance that demonstrates 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 – campuswide, 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 four letters of support from colleagues qualified to comment on the nominee's work. Where possible, the four nomination criteria should be addressed.
- A brief resume, not to exceed five pages, which documents the nominee's performance.

All nomination materials are confidential. However, after the selection has been made, the nomination forms and supporting documents will be returned to the institution to be placed in the individual's personnel files.

### **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 a 2010 UW Board of Regent's meeting.
- News releases sent to state and local media and to the recipient's hometown, upon the recipient's consent.

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# 2010 Academic Staff Regents Award for Excellence

## Program Award Nomination Guidelines

On behalf of the Board of Regents, the UW System Administration's Office of the Senior Vice President for Academic Affairs invites each institution to submit one nomination for the 2010 Academic Staff Regents Award for Program Excellence. 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 a 2010 Board of Regents meeting.

### **Nomination Deadline: March 5, 2010**

A complete set of nomination materials should be submitted electronically to the Office of the Senior Vice President for Academic Affairs at [acss@uwsa.edu](mailto:acss@uwsa.edu) by March 5, 2010. 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 Institutional Planner, (608) 265-9177 or [scarranza@uwsa.edu](mailto:scarranza@uwsa.edu).

### **Selection Committee**

A Special Regent 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, as they will be considered by the Special 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.

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- *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 – campuswide, 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.
- Up to four 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 confidential. However, after the selection has been made, the nomination forms and supporting documents will be returned to the institution.

### **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 a 2010 UW Board of Regent's meeting.
- News releases sent to state and local media.