The University of Iowa Outstanding Staff Awards
2015 Nomination Instructions

Since 1985, the University of Iowa has presented awards to recognize current University staff for outstanding accomplishments and contributions that significantly benefited or brought honor or recognition to the University. Up to six awards may be given. All nominees and nominators will be recognized at a reception in July hosted by President Mason. Award recipients will be recognized at a University event in the fall. Staff Council will present a commemorative gift to each award recipient at a department event.

Eligibility

- All current permanent full-time and part-time (50 % or more) Merit, Merit Supervisory Exempt/Confidential and Professional and Scientific staff, including those covered by a collective bargaining agreement, are eligible. *If you are unsure of the category of your nominee, please check with your Unit HR Representative.*
- Individuals may not be selected for both the Board of Regents Staff Excellence and the UI Outstanding Staff awards in the same year.
- Staff members may be awarded the UI Outstanding Staff Award once during the course of their employment at The University of Iowa.
- Staff members previously nominated for the award, but not selected, are eligible.
- Eligible nominees must be actively employed at the close of the nomination period.

Criteria

- Demonstrates extraordinary contributions to the University.
- Contributions extend beyond those normally expected or required by the nominee’s job responsibilities.
- Although many individuals provide outstanding service to their community and to service organizations, this award does not recognize these contributions unless they are related to the nominee’s University position.

Nominations

- Any member of the University of Iowa (faculty, staff, or student) may submit nominations.
  Nomination materials must clearly address the award criteria. Nominators must complete the on-line nomination form using the following link [https://uiowa.qualtrics.com/SE/?SID=SV_byc3nSgmEii2Hbv](https://uiowa.qualtrics.com/SE/?SID=SV_byc3nSgmEii2Hbv).
- Once you hit the submit button, you will be linked to an email addressed to staffawards@uiowa.edu.
- Attach the necessary supporting information to the email and submit electronically, **no later than Friday, May 1, 2015**.
- Submissions received after the deadline will not be processed.
- Submissions not properly completed will be notified and must be resubmitted by the May 2nd deadline to be considered.

Selection and notification

The Selection Committee is appointed by the UI Staff Council Awards Committee and will be composed of Merit, Merit Supervisory Exempt/Confidential, Professional & Scientific staff and faculty members (total of seven). Nominators will be notified of the Selection Committee decisions in mid August. The names of all awardees will be announced in a University of Iowa News Release and posted on the Staff Council website.
The University of Iowa Outstanding Staff Awards
2014 Nomination Form

NOMINATION DEADLINE: Friday, May 1, 2015.

Nominees must be permanent full-time or part-time (50% or more) employees. Faculty members are not eligible for this award. If you are unsure of the category of your nominee, please check with your Unit HR Representative.

Please Submit Your Nomination Electronically and attach the following documents:

1. **Nomination letter** of NO MORE THAN 750 words in length. Letters longer than 750 words will be returned for correction (no e-mail submissions, please). The nomination letter must speak directly to the nominee’s accomplishments based on the criteria below:
   - Demonstrates extraordinary contributions to the University.
   - Contributions extend beyond those normally expected or required by the nominee’s job responsibilities.
   - Although many individuals provide outstanding service to their community and to service organizations, this award does not recognize these contributions unless they are related to the nominee’s University position.

2. **Two letters of support**, limited to one, one-sided page for each letter. Font size must be at least 10.
   - Letters of support from a variety of constituents (e.g. other staff, faculty, students, alumni, patients, customers, or suppliers) have a greater impact than having all letters from the same department.
   - Letters of support should address the award criteria above.
   - **Please note: No more than two letters will be accepted. Additional letters will not be considered.**

3. **A current job description** of the nominee.

4. **Optional resume or C.V.** of the nominee, limited to two pages. For strongest consideration the submission of a resume or CV is recommended.

If you have questions concerning your nomination, contact the Staff Awards Committee, staffawards@uiowa.edu