

The Board of Regents Staff Excellence Awards 2007 Nomination Instructions

The Board of Regents, in cooperation with the Staff Councils of the five Regents institutions annually recognizes staff for outstanding accomplishments and contributions to the institutions as well as the State of Iowa. The Regents Staff Excellence Awards were established in 1993 to provide a statewide forum to recognize staff members in conjunction with colleagues from the other Regents institutions. Accomplishments shall have significantly benefited The University of Iowa, brought honor or recognition to the University, and had a significant positive impact on the State of Iowa. Up to six awards may be given. Winners will be recognized at a University event in the fall and at an event held by the state Board of Regents. Staff Council will present a commemorative gift to each awardee at a departmental event held in honor of the winner. In addition, the University will grant a \$1,000 prize to the awardee's department to be used for his/her benefit.

Eligibility

All current full-time and permanent part-time (50 percent or more) non-contract Merit Supervisory Exempt/Confidential and Professional and Scientific staff are eligible. **No individual will be selected for both the Board of Regents Staff Excellence and the Outstanding Staff awards.** Staff members previously nominated for the award, but not selected, are eligible. *(Regular Merit employees are not eligible for this award. Please consider nominating a merit employee for The University of Iowa Outstanding Staff Award. Faculty members are not eligible for this award. If you are unsure of the category of your nominee, please call Marsha Adolph at 335-3600.)*

Criteria

Nominators submit documentation and information about the nominee, which demonstrates extraordinary contributions to the University and to the State of Iowa or region. Such contributions will extend beyond those normally expected or required by the job description. 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 members of the University (faculty, staff, or student) may make nominations. Nominators must complete the nomination form, include the necessary supporting information, and return them to the Staff Council Office, 606 JB, **no later than 5 p.m. April 30, 2007.** Submissions received after the deadline will be returned to the sender unopened. Submissions not properly completed will be returned to the sender for proper completion and must be resubmitted by the April 30th deadline to be considered.

Selection

The Selection Committee will select awardees evaluated in accordance with the evaluation form. The Selection Committee, appointed by the Staff Council Committee on Committees, will be composed of two Merit Supervisory Exempt/Confidential, two faculty and three Professional & Scientific staff members (total of seven). You will be notified by mid-June if your nominee is chosen or not. The names of all awardees will be announced in a University of Iowa News Release.

**The Board of Regents Staff Excellence Awards
2007 Nomination Form**

To nominate a staff person for this award, please send this completed form and required documents described below to Regent Staff Excellence Awards, Staff Council, 606 JB.

NOMINATION DEADLINE: 5 PM, April 30, 2007.

Nominee _____

Work Address _____ Position _____

Department/Unit _____ Department Head _____

Nominees must be **non-contract** permanent full-time or 50% or more part-time employees. (*Regular Merit employees are not eligible for this award. Please consider nominating a merit employee for The University of Iowa Outstanding Staff Award. Faculty members are not eligible for this award. If you are unsure of the category of your nominee, please call Marsha Adolph at 335-3600.*)

Circle employee's classification: Professional & Scientific Merit Supervisory Exempt Confidential

Number of years of University employment _____

Has nominee been nominated previously? _____ Yes _____ No _____ Don't know

Please send us:

1. Nomination letter: Provide a written document of NO MORE THAN 750 words in length (no e-mail submissions, please). Describe the nominee's outstanding contributions to the University, including those that extend beyond the University to the State, region or nation. Although many individuals provide outstanding service to their community, this award does not recognize them unless they are related to their University position. Letters longer than 750 words will be returned for correction.
2. Attach 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 should stress the person's personal/professional relationships and experiences that show exemplary service. **Please note: No more than two letters will be accepted. Any additional letters will be discarded.**
2. If possible, submit a one- or two-page resume/C.V. of the nominee. While this is not required, the additional information is highly beneficial to the Committee in determining an individual's contribution to the University.

Submitted by (name/title – type or print) _____

Campus address _____ Telephone _____

If you have questions concerning your nomination, contact Mary Greer (353-6055, mary-greer@uiowa.edu) or the Staff Council office (335-3600, staff-council@uiowa.edu).