

The University of Iowa Outstanding Staff Awards 2007 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 recipients will be recognized at a University event in the fall. In addition, Staff Council will present a commemorative gift to each awardee at a department event held in honor of the winner.

Eligibility

All current full-time and permanent part-time (50 percent or more) Merit 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. *(Faculty members are not eligible for this award. If you are unsure of the category of your nominee, please call Marsha Adolph, 335-3600.)*

Criteria

Nominators submit documentation and information about the nominee, which demonstrates extraordinary contributions to the University. 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 30 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 University of Iowa Outstanding Staff Awards
2007 Nomination Form**

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

NOMINATION DEADLINE: 5 PM, April 30, 2007.

Nominee _____

Work Address _____ Position _____

Department/Unit _____ Department Head _____

Nominees must be permanent full-time or 50% or more part-time employees. (*Faculty members are not eligible for this award. If you are unsure of the category of your nominee, please call Marsha Adolph at 35-3600.*)

Circle employee's classification:

Professional & Scientific Merit Supervisory Exempt Confidential Merit

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, college or department. Although many individuals provide outstanding service to the community, this award does not recognize them unless they are related to the 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 persons outside the nominee's staff have a greater impact than having all letters come from the same department. Letters should stress the person's personal/professional relationships and give examples of the nominee's performance that show service beyond ordinary job expectations. **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).