

**DAVID J. SKORTON AWARD FOR STAFF EXCELLENCE
IN SERVICE TO THE UNIVERSITY OF IOWA**

THE AWARDS

A maximum of two awards will be given out annually. Recipients will be recognized formally at a University event in the fall. Each recipient will receive a check for \$500 and a commemorative gift.

ELIGIBILITY/CRITERIA

All current permanent non-contract Merit Supervisory Exempt/Confidential and Professional and Scientific staff, with a 50 percent or greater appointment, are eligible for this award. The following criteria will be used when selecting recipients for this award. (*Regular Merit employees and 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*).

1. Service must stand out as a set of exceptionally effective contributions to the University Community.
2. Service must manifest exceptional imagination and dedication for improving the University Community.
3. Service must extend over several years (more than 2 years).
4. Service must include diverse formal and informal activities of high quality in staff governance, committee work, policy improvement, program creation, etc.
5. Service must be outside normal job responsibilities.

NOMINATION REQUIREMENTS

Nominations

Any member of the University (faculty, staff, or student) may make nominations. 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 May 15, 2007 deadline to be considered.

Selection Committee/Process

The selection committee will select awardees evaluated in accordance with the evaluation form. The selection committee will be appointed by the Staff Council Executive Committee. The recipients will be recognized at a University event in fall 2008.

DUE DATE

All nominations are due in the Staff Council Office April 15, 2008, 5 p.m.

606 Jefferson Building
Phone: 335-3600
Fax: 353-2273

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TO THE UNIVERSITY**

AY 2008 Nomination Form

Name _____ Job Title _____
Department _____ Address _____
Phone _____ e-mail: _____

The nomination packet must consist of:

- Completed Nomination Form (this form)**
- Nomination letter:** Provide a written document of NO MORE THAN 750 words in length (no e-mail submissions, please).
- Resume/Curriculum Vitae** – 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.
- Two letters of endorsement** - 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 service to The University of Iowa that shows exemplary commitment. Please note: No more than two letters will be accepted. Any additional letters will be discarded.

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

Campus address _____ Telephone _____

If you have questions concerning your nomination, contact Marsha Adolph at the Staff Council office (335-3600, staff-council@uiowa.edu).

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