



Standard Operating Procedures

Regents University Staff Excellence Awards

Effective Date: 04/21/2021

Last Revised: 04/21/2021

Authority/Policy: Regents University Staff Excellence Awards
Guidelines and Selection Criteria

Approved by:

AVC of HR/EOEAA:

Sowmi K. Kothari _____ **Date** 04/22/2021

President, University Staff Senate:

Lisa C. Goetsch _____ **Date** 04/22/2021

Each year, UW Oshkosh will put forward to the Board of Regents one university staff member and/or one program primarily led by university staff, recognizing the contributions and ingenuity of our staff.

The purpose is to emphasize the university's commitment to creative and critical thinking around vital services and to stress the importance of engagement within the university.

Nominee Categories

Individual

- The nominee must hold a UW Oshkosh permanent (continuous) university staff appointment of 50% or more and have been at UW Oshkosh for a minimum of 12 months. The nominee should provide essential services to the university while demonstrating excellence of performance, personal interaction, initiative or creativity, and outstanding achievement.

Program

- A UW System program primarily staffed by university staff. The program should provide essential services to the university while demonstrating excellence of performance, initiative or creativity, and outstanding achievement.

Selection and Eligibility Criteria

Each nominee must provide evidence of outcomes and impacts. Nominations which fail to meaningfully address the criteria listed will not be considered.

Specific selection and eligibility criteria can be found on the UW System BOR University Staff Excellence Award Guidelines and Selection Criteria linked here: https://www.wisconsin.edu/grants-awards/download/regents_university_staff/Regents-University-Staff-Excellence-Awards-Guidelines-and-Selection-Criteria.pdf

Nomination Submission and Materials

All nomination materials must be submitted electronically in a single document via an electronic form found here: <https://uwosh.edu/hr/workplace-wellness/>. Printed documents will not be accepted.

Submission materials are limited as indicated below and should define the eligibility criteria linked above.

Nomination materials are subject to release under Wisconsin Open Records laws and should be written with the possibility of those materials being made publicly available.

Individual

Nominations should not exceed 10 pages and must include:

- A letter of nomination addressing the criteria listed above (*2-page limit*). This should highlight the contributions and the achievements of the nominee as described in the criteria, including evidence of work above and beyond the nominee's stated job responsibilities and requirements.
- A statement by the nominee on their professional contributions and service to the university that includes including evidence of work above and beyond the nominee's stated job responsibilities and requirements (*2-page limit*).
- Two letters of support from colleagues qualified to comment on the nominee's work (*2-page limit each*). Where possible, the nomination criteria should be addressed.
- A brief resume which documents the nominee's performance (*2-page limit*).

Program

- Provide list of all employees working on the program (*1-page limit*).
- Nominations should not exceed 14 pages and must include:
 - A letter of nomination addressing the three criteria listed above (*4-page limit*).
 - A statement by program staff on the program's contributions and service to the university (*3-page limit*).
 - One or two letters of support from colleagues qualified to comment on the nominated program (*2-page limit each*). Where possible, the three nomination criteria should be addressed.
 - A brief overview of the program (*3-page limit*).

Selection Committee

The UW Oshkosh selection committee will be comprised of the following representatives:

- One University Staff Senate member
- One Human Resources Liaison
- Two University Staff members as approved by AVC of HR
- One Academic Staff member as approved by AVC of HR

Selection committee members can serve for a maximum of two years. The term limits for the first year will be two members at one full cycle (two-year commitment), two members at two full cycles (four-year commitment). The Human Resources Liaison will continue as needed.

The committee will designate the chair and recorder each year.

The committee will meet each year to approve the selection procedure and rubrics prior to announcing the call for nominations. Nominations will be reviewed independently throughout the nominee submission period and the committee will come together for discussion and scoring after the nominee submissions deadline each year, and for as many sessions as are needed to complete the scoring.

Selection Procedure

UW System universities may submit one nomination per category for a maximum of two nominations per university.

After each university identifies the nominees that they would like to forward to the Board of Regents for consideration, it submits the nomination PDFs via web link and by the deadline provided by UW System each year.

1. Evaluation will be conducted using the rubric provided.
2. Committee members are encouraged to note their rationales for component scores for discussion purposes.
3. Committee members must score all applicants or refrain from submitting scores for any nominee.
4. Scores from the rubrics will be tallied by the Recording Secretary assigned to the committee. Scores are summed.
5. The committee will meet to review the scores, discuss outliers, and resolve any ties. Ranks will not be changed.
6. Discussion will be based solely on the evidence submitted by the nominee. Those with a potential conflict of interest must abstain from discussing the qualifications of that nominee.
7. The highest scoring candidates will be presented to the AVC of Human Resources by the chair.
8. Human Resources will submit the highest scoring candidates to UW System Board of Regents via weblink found here:

<https://www.wisconsin.edu/regents/regent-awards/regents-university-staff-excellence-awards/>

**Board of Regents University Staff Excellence Award
Selection Review for Individual Award**

Eligibility Criteria for Individual Award

Applicant Name: _____

University Staff Permanent (continuous) Yes No

Date joined UWO (minimum 12 months): _____

FTE (at 50% or more): _____

Submitted the following documents:

Submission does not exceed 10 pages	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Letter of Nomination (2-page limit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Statement of professional contributions and service (by nominee, 2-page limit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Two letters of support (2-page limit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Brief resume (2-page limit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CANDIDATE MEETS NOMINATION CRITERIA: Yes No
If no, submission is not scored.

Selection Rubric for Individual Award

Points (compared to other nominees)

9-10 – Outstanding

7-8 – Above average

5-6 – Average

2-4 – Below average

0-1 – Uncompetitive

- “No” items receive a 0.
- Evaluation is to answer the questions, “Does the nominee clearly communicate how they excel over their peers?” and “Does the nominee successfully provide evidence of outcomes and impacts?”
- Committee members will evaluate each candidate based solely on submitted documents without reference to any personal knowledge.

Excellence of Performance

Does the performance expectations for the position consistently and substantially exceed in quality, including, but not limited to:

- Taking on additional responsibilities or increased workload
- Exhibiting behavior that enhances the workplace
- Set superior standards of excellence and efficiency in relation to the mission of the departmental unit and the university
- Has resulted in important and significant contributions to the nominee’s department and university

No

Yes

Score: _____

Personal Interaction

Does the performance consistently and substantially demonstrate ability and willingness to:

- work positively and effectively with others
- ability and willingness to manage changes in work priorities, procedures, and organization

No

Yes

Score: _____

Initiative or Creativity

Does the performance consistently and substantially demonstrate an innovative approach to the job, thereby, improving productivity and the quality of the work assigned and demonstrates efforts to improve personal job performance?

No

Yes

Score: _____

Outstanding Achievement

Do the actions by way of day-to-day activities effected by special accomplishments demonstrate positive benefits or support for the university and its members as well as significant contributions to the goals and objectives of their work units? - Performance has resulted in distinction – campus-wide, systemwide, statewide, nationally, internationally

No

Yes

Score: _____

Total Score: _____

**Board of Regents University Staff Excellence Award
Selection Review for Program Award**

Eligibility Criteria for Program Award

Program Name: _____

Submitted the following documents:

- | | | |
|---|------------------------------|-----------------------------|
| Submission does not exceed 14 pages | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| List of employees working on program (1-page limit) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Letter of Nomination (4-page limit) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Statement of program's contributions and service to the university (by program staff, 3-page limit) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| One or two letters of support (2-page limit) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Brief overview of program (3-page limit) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

UW Oshkosh Employees Working on Program:

Program primarily staffed by University Staff: Yes No

Employee Name	University Staff Continuous (permanent)	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CANDIDATE MEETS NOMINATION CRITERIA: Yes No

If no, submission is not scored.

Selection Rubric for Program Award

Points (compared to other nominees)

9-10 – Outstanding

7-8 – Above average

5-6 – Average

2-4 – Below average

0-1 – Uncompetitive

- “No” items receive a 0.
- Evaluation is to answer the questions, “Does the nominee clearly communicate how they excel over other programs?” “Does the nominee successfully provide evidence of outcomes and impacts?”
- Committee members will evaluate each candidate based solely on submitted documents without reference to any personal knowledge.

Excellence of Performance

Does the performance 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?

No

Yes

Score: _____

Initiative or Creativity

Does the performance consistently and substantially demonstrate an innovative approach, thereby, improving productivity and the performance of the program services?

No

Yes

Score: _____

Outstanding Achievement

Does the performance consistently and substantially result in important and significant contributions to the program and furthered the mission of the university? – Performance resulted in distinction – campus-wide, systemwide, statewide, nationally, or internationally

No

Yes

Score: _____

Total Score: _____