

# Non-Instructional Academic Staff Rewards and Recognition Nomination/Application Form

**Purpose:** The Rewards and Recognition Program recognizes non-instructional academic staff members who have demonstrated quality service and have significantly contributed to the goals and objectives of their division/college, department /unit, and/or the university.

**Eligibility:** Non-Instructional Academic Staff with a minimum 50% appointment are eligible to receive a Rewards and Recognition award. Academic staff members with a 50/50 split and that are considered instructional academic staff members are not eligible for an award. The contribution(s) of the nominee must have occurred during the period that the individual was classified as non-instructional academic staff and no more than 12 months prior to date of nomination.

***Nominations can be accepted from any staff or faculty member. Self nominations will also be accepted.***

**Rewards:** The committee will evaluate nominations quarterly (October, December, March, and May). Recommendations are based upon the evaluation criteria included as Appendix A of this application package. An award may include a letter of recognition from the committee or Chancellor and one-time cash award (Limit \$250).

**Format:** Please address how the individual has demonstrated quality service and has significantly contributed to the goals and objectives of the division/college, department/unit, and/or the University. Additional application preparation instructions are included on page 2.

Applicants/nominators should refer to the selection criteria rubric in Appendix A when developing an application. The review committee will use these criteria when reviewing applications.

**Please limit the application/nomination to two (2) typed pages.**

**Review/Selection:** The review committee will evaluate applications using the selection criteria and rubric included as Appendix A. The current Rewards and Recognition Committee members are listed on the Academic Staff Assembly website (see <http://www.uww.edu/acadstaff/asa.html>). The Committee reviews applications and makes Reward and Recognition award recommendations. Recommendations are ratified by the Assembly and forwarded to the Chancellor, who makes final award decisions.

## APPLICATION INSTRUCTIONS/FORMAT

**DEADLINES ARE POSTED TO THE ASSEMBLY WEBSITE**  
**SEE <http://www.uww.edu/asa/rewards.html>**

The nomination/application must include the following information/sections:

### **Introduction and Connection to Goals and Objectives [Weighted x 2]**

Name of Nominee:

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Title:

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Department:

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Name of Nominator:

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Title:

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Department:

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Phone:

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Successful applicants/nominators will provide a strong rationale for an award. Applicants/nominators must describe the connection between the nominee's service and college/division, department/unit, and/or the university strategic plan or other goals/initiatives.

### **Significant Service/Contribution [Weighted x 2]**

Describe the nominee's service/contribution. Successful applicants/nominators will clearly identify the nominee's significant contribution to the university above and beyond normal expectations.

### **Qualifications**

The nominator/applicant must clearly describe the nominee's service context including pertinent information related to the nominee's position description and performance expectations. A compelling case must be presented and supported by detailed information and/or evidence.

### **Submission**

Return original nomination/application the Office of the Academic Staff Assembly Chair (Denise Ehlen, Research and Sponsored Programs, 2237 Andersen Library) by 4:30 pm on the deadline. Applicants may also submit the nomination/application via email to Denise Ehlen ([ehlend@uww.edu](mailto:ehlend@uww.edu)).

### **Questions**

Contact Michael Flanagan ([flanagam@uww.edu](mailto:flanagam@uww.edu), 472-5708), the Academic Staff Assembly Liaison to the Rewards and Recognition Committee, if you have questions or require additional information regarding the nomination/application process.

## Non-Instructional Academic Staff Rewards and Recognition Appendix A Review/Selection Criteria/Rubric

SCALE AND CRITERIA	1	5	10
<b>APPLICATION [NOMINATION]</b>	The nominee failed to submit a complete nomination/application form.	The nomination/application form is incomplete, exceeds page limitations, or was not submitted according to the posted deadline.	The nomination/application form is complete, adheres to all instructions, and was submitted according to the posted deadline.
<b>INTRODUCTION AND CONNECTION TO GOALS AND OBJECTIVES [WEIGHTED X 2]</b>	Author does not adequately introduce the nominee's service, no evidence-based justification for the award. Discussion of connection between the nominee's service and the goals / objectives of the department or university is not included.	Applicant does not adequately introduce the nominee, no evidence-based justification for a non-instructional academic staff reward and recognition award. Discussion of the nominee's service and departmental/university goals and / or objectives is incomplete. The author fails to make a compelling case.	The author provides a strong rationale for an award. The connection between the nominee's service and department, college, and/or university goals or objectives is clear and compelling.
<b>SIGNIFICANT SERVICE [WEIGHTED X 2]</b>	There is no discussion of nominee's "demonstrated significant quality service". It is unclear if the service qualifies as significant.	The discussion of nominee's "demonstrated quality service" is incomplete. There is little explanation for or evidence presented that the service qualifies as "significant."	Nominee's service is thoroughly described. It is clear that the nominee has made a significant contribution to the university above and beyond normal expectations.
<b>QUALIFICATIONS</b>	No evidence that the nominator is familiar with nominee's position, performance expectations, or goals of the department/university as relevant to the nominee's service.	The author provides some data indicating s/he is familiar with the service/performance expectations for the nominee and relevance to departmental or university goals. Information is incomplete or requires inference.	The nominator clearly describes service context including pertinent information related to the nominee's position description and performance expectations. A compelling case is presented and supported by detailed information and/or evidence.

**MAXIMUM POINTS AVAILABLE**

**60**