

October 26, 2007

MEMORANDUM

To: Campus Community

From: Robert N. Shelton

NOMINATIONS FOR: **The University Staff Awards for Excellence**
 The Billy Joe Varney Award for Excellence
 The University Team Award for Excellence
 The University Department Award for Excellence

Take a look around you. You recognize people who are dedicated to the University, who are always ready to help, and who make the University a great place to work. Now, take a moment and nominate those people for an Award for Excellence so that the rest of the University can appreciate them also. *The Staff Advisory Council, the Appointed Professional Advisory Council, the President's Cabinet and I sponsor these awards. I urge you to take advantage of this opportunity.*

University Staff Awards for Excellence will be presented to approximately 11 members of the Classified Staff and the Appointed Professional Staff, regardless of their length of service, classification or pay grade. These awards are designed to recognize outstanding achievement. Nominations are evaluated respectively within three pay-grade levels: 1-15, 21-33, and 40+ to ensure an equal distribution of awards among employees at all levels. Individuals nominated must be benefits eligible.

The Billy Joe Varney Award for Excellence will be presented to one employee, with at least 15 cumulative years of employment at the University, who merits special recognition for a career of dedicated service to the University, its employees, and the community. Nominees can be chosen from any employment category. Individuals nominated must be benefits eligible.

The University Team Award for Excellence will be presented to a team primarily comprised of Classified Staff and Appointed Professional. Team members should have complementary skills, be committed to a common purpose and share specific performance goals. They should also have established means by which to hold themselves mutually accountable. A Team shall be defined as three or more benefits-eligible employees, regardless of their length of service. The award will be presented in recognition of the team's outstanding contribution to its unit, department, or University as a whole.

The University Department Award for Excellence will be presented to a single department in recognition of its outstanding departmental excellence in the management of its people and resources. Nominations should include specific examples of exemplary performance in the criteria themes outlined below. Judges will look for the degree to which departments meet and/or exceed the selection criteria. The department selected by the judges to receive the University of Arizona Department Award for Excellence will receive a commemorative plaque.

All of these honors, with the exception of the **Department Award for Excellence**, carry with them a university-funded monetary award and, therefore, must be based on achievements in activities beyond normal duties. For myself and on behalf of the organizations supporting this recognition, I encourage you to nominate employees in your area who you feel are making outstanding contributions to the University. Please use the attached nomination forms. To assist you with your nominations, a list of criteria is included.

Awards for Excellence nominations must be received not later than 4 p.m. on Friday, February 8, 2008. Questions should be directed to the co-chairs of the UA/SAC Awards for Excellence Team; Grace Aranda, 621-3931/garanda@u.arizona.edu or Randy Livingston, 247-2213, livingsr@fm.arizona.edu. I am looking forward to meeting the outstanding employees at the recognition ceremony on Friday, April 11, 2008 when I shall personally present the Awards for Excellence.

The University President, the President's Cabinet, the Staff Advisory Council and the Appointed Professional Advisory Council endorse these awards.

Please go to the Staff Advisory website at for nomination forms and criteria. If you have trouble accessing the forms please contact Grace Aranda at 621-3931 or garanda@u.arizona.edu

-NOMINATION FORMAT-

2008 UNIVERSITY STAFF AWARD FOR EXCELLENCE

To nominate a benefits-eligible individual for this award (last year's recipients are not eligible), please:

- Complete the form on the reverse side of this sheet.
- Attach **at least three (3), but no more than five (5)**, letters recommending why this employee should receive the Staff Award for Excellence. These awards are designed to recognize outstanding achievement. With this in mind, the letters should include specific examples of the employee's excellence.
- Send the original nomination packet to the address listed on the nomination form.
- Please note that resumes, ancillary materials, more than five letters of recommendation, incomplete packets and/or late submissions will not be considered.

CRITERIA

Nominations need not address all categories listed and may include others. Because these awards include a university-funded monetary award, they must be based on achievements in activities beyond normal duties. Judges will be looking for examples of actions that surpass simply meritorious performance by the Nominee in his/her job. The following are possible examples. Nominations need not address all categories listed and may include others.

OUTSTANDING ACHIEVEMENT IN THE WORKPLACE — actions that constitute performance beyond expected standards such as:

- performing extra duties substantially beyond those normally assigned
- filling in when unit is short-staffed
- volunteering for and/or working on special projects
- serving on a committee or team and contributing to its success

EXCEPTIONAL CONTRIBUTIONS TOWARD EFFICIENCY AND EFFECTIVENESS OF OPERATIONS — actions that contribute to the maximum utilization of universal resources such as:

- integrating information or equipment for more efficient/effective use
- developing new work methods that reduce waste or stretch resources
- eliminating unnecessary actions or steps for delivering service
- making creative suggestions that save time/money

OUTSTANDING SERVICE TO THE UNIVERSITY COMMUNITY AND/OR VISITORS — actions that are especially helpful or make a good impression on others such as:

- doing things for others that are beyond job requirements
- making such a difference that others express their appreciation by means of letters, e-mail, etc.
- making special efforts to recognize excellence in others
- creating extra opportunities for other employees to improve skills and abilities
- contributing significantly to the University's goal of 'building community'

SPECIAL EFFORTS IN PROMOTING WORKFORCE DIVERSITY — actions that contribute to improving sensitivity to and implementation of diversity such as:

- increasing awareness of and respect for different cultures
- taking affirmative steps to help diversify the workplace

-NOMINATION-
2008 UNIVERSITY STAFF AWARDS FOR EXCELLENCE
DEADLINE: Friday, February 8, 2008, 4 p.m.

NOMINEE'S NAME: _____

Title: _____ Pay grade: _____

Department: _____

Phone: _____ E-Mail address _____

Mailing Address _____

Supervisor's Name: _____

Supervisor's Department/Address: _____

Supervisor's Phone: _____ E-Mail Address: _____

NOMINATOR'S NAME: _____

Department: _____

Phone: _____ E-Mail address _____

Mailing Address _____

Length of time you have known the nominee: _____

In what capacity? _____

Nominator's Signature: _____

<u>MAIL TO:</u>	<u>HAND DELIVER TO:</u>
Lisa Wakefield University Communications <i>Attn: Awards for Excellence</i> PO Box 210158, Room 413 CAMPUS	Lisa Wakefield <i>Attn: Awards for Excellence</i> University Communications University Services Building, Room 413

AWARD RECIPIENTS WILL BE NOTIFIED IN MARCH

**-NOMINATION FORMAT-
2008 BILLY JOE VARNEY AWARD FOR EXCELLENCE**

To nominate an individual for this award, please:

- Complete the form on the reverse side of this sheet.
- Ensure that the nominee has at **least fifteen (15) cumulative years of employment at the University** in any employment category and was not a past recipient of this award. Individuals are eligible to receive this award only once. Individuals nominated must be benefits eligible.
- Attach at least three (3) letters of recommendation from **within the University**, and two (2) letters from **Outside the University**. **No more** than a total of **seven (7) letters** will be accepted. Letters must cite specific examples of the employee's superiority in **all** of the criteria listed below.
- Send the original nomination packet to the address listed below.
- Please note that resumes, ancillary materials, more than seven letters of recommendation, incomplete packets and/or late submissions will not be considered.

**CRITERIA FOR NOMINATING EMPLOYEES
FROM ANY EMPLOYMENT CATEGORY**

These criteria address benefits-eligible employees from any employment category who have at least 15 years of cumulative employment at the University and who merit special recognition for a career of dedicated service to the University, its employees, and the community. Because this award is a university-funded award, it must be based on achievements in activities beyond normal duties. Nominations **must address all** categories listed and may include others. Letters of recommendation must cite specific examples of the employee's superiority in all criteria. Judges will be evaluating the nominees based on these examples.

SERVICE TO THE UNIVERSITY

- A high degree of competence and expertise that is a resource for the University
- A commitment to the success of the entire University and the University community
- A significant contribution to the University's goal of 'building community'
- A sincere sensitivity to the needs of University employees and students

SERVICE TO UNIVERSITY STAFF EMPLOYEES

- Promotion of opportunities for staff members to be successful

SERVICE TO THE COMMUNITY

- University-related community service
- Non-University-related community service

-NOMINATION-
2008 BILLY JOE VARNEY AWARD FOR EXCELLENCE
DEADLINE: Friday, February 8, 2008, 4 p.m.

NOMINEE'S NAME: _____

Title: _____ Pay grade: _____

Department: _____

Phone: _____ E-Mail Address: _____

Mailing Address: _____

Supervisor's Name: _____

Supervisor's Department/Address: _____

Supervisor's Phone: _____ E-Mail Address: _____

List positions held and departments in which the nominee has worked: _____

NOMINATOR'S NAME: _____

Department: _____

E-Mail Address: _____ Phone: _____

Mailing Address: _____

Length of time you have known the nominee: _____

In what capacity? _____

Nominator's Signature: _____

<u>MAIL TO:</u>	<u>HAND DELIVER TO:</u>
Lisa Wakefield University Communications Attn: Awards for Excellence PO Box 210158, Room 413 CAMPUS	Lisa Wakefield Attn: Awards for Excellence University Communications University Services Building, Room 413

AWARD RECIPIENTS WILL BE NOTIFIED IN MARCH

**-NOMINATION FORMAT-
2008 UNIVERSITY TEAM AWARD FOR EXCELLENCE**

This award is designed to recognize outstanding team achievement. Both functional working teams and project-oriented teams will be considered. Employees must be benefits eligible. With this in mind, the letters or team nomination should include specific examples of exceptional team performance. If this is a functional working team, describe what was done that exceeds simply meritorious job performance. Because these awards include a university-funded monetary award, they must be based on achievements in activities beyond the stated goal(s) or objective(s) of the team. Judges will look for examples of actions that surpass simply meritorious performance by the nominated team.

DEFINITION OF A TEAM: A team shall be a group of three or more people, primarily comprised of Classified Staff and/or Appointed Personnel. Team members should have complementary skills, be committed to a common purpose, share common specific performance goals and have established means by which they hold themselves mutually accountable.

INSTRUCTIONS:

- Complete the form on the reverse side of this sheet.
- Team nominations need to be submitted by the team and signed by the team sponsor/unit director/direct supervisor/or administrator. Up to three (3) letters of support from non-team members (including faculty, staff, students or other customers) may accompany the nomination.
- Nomination packets from teams can't exceed five (5) pages in length (excluding support letters).
- Nominations from **teams need to address ALL of the following criteria:**
 - Identify how the project/work supported the mission of your unit, department, or the UA.
 - Define the project/work, its timeline and identify its goals/objectives.
 - What were the steps taken to reach goals or milestones.
 - Explain the group's dynamics. Examples: how did the team communicate internally, make decisions, assign tasks, distribute workload, interact with management, handle conflict, etc.
 - How did the team measure progress.
 - What were the results of the team's efforts, detailing clearly the achievements of the team that exceeded the stated goals/objectives and were not simply meritorious.
 - Send the original nomination packet to the address listed below.
 - Resumes, ancillary materials, more than three letters of recommendation, incomplete packets and/or late submissions will not be considered.

SUGGESTED CONSIDERATIONS:

Nominations need not address all categories listed below, but may include others. Examples are:

EXCEPTIONAL CONTRIBUTIONS TOWARD EFFICIENCY AND EFFECTIVENESS OF —

actions that contribute to the maximum utilization of universal resources such as:

- integrating information or equipment for more efficient/effective use
- developing new work methods that reduce waste or stretch resources
- eliminating unnecessary actions or steps for delivering service
- making creative suggestions that save time/money

OUTSTANDING SERVICE TO THE UNIVERSITY COMMUNITY AND/OR VISITORS —

actions that are especially helpful or make a good impression on others such as:

- making such a difference that others express their appreciation by means of letters, e-mail, etc.
- making special efforts to recognize excellence in others
- creating extra opportunities for other employees to improve skills and abilities
- making special efforts that support the University's outreach mission

SPECIAL EFFORTS IN PROMOTING WORKFORCE DIVERSITY —

actions that contribute to improving sensitivity to and implementation of diversity such as:

- increasing awareness of and respect for different cultures
- taking affirmative steps to help diversify the workforce

- NOMINATION FORMAT -
2008 UNIVERSITY OF ARIZONA DEPARTMENT AWARD FOR EXCELLENCE

This award recognizes outstanding departmental excellence in the management of its people and resources. Nominations should include specific examples of exemplary performance in the criteria themes outlined below. Judges will look for the degree to which departments meet and/or exceed the selection criteria. The department selected by the judges to receive the University of Arizona Department Award for Excellence will receive a commemorative plaque.

DEFINITION OF A DEPARTMENT: A "department" is a function or the several functions/programs and activities which are typically assigned to a principal who reports to a dean, assistant/associate vice-president, vice-president, or president. Such principals typically hold the position of dean, director, or department head.

INSTRUCTIONS: Complete the form on the reverse side of this sheet. Nominations must address the three (3) criteria themes listed below, and must be signed and submitted by the department head or responsible administrator. Up to three (3) letters of support may accompany the nomination. Excluding the letters of support, the length of the nomination packet may not exceed five (5) pages.

CRITERIA:

Culture – What the department does to promote a satisfying work environment.

Some examples could include:

- Recognizes and appreciates the contributions of employees
- Resolves grievances and conflicts
- Encourages the balance of life and work commitments
- Ensures respect for all department members
- Supports professional development and UA community involvement
- Fosters an environment of diversity and inclusion
- Addresses workplace health, safety and ergonomic issues

Leadership – What senior leaders do to create and sustain a high-performance organization.

Some examples could include:

- Create and reinforce an environment of innovation, empowerment, learning and knowledge sharing
- Set, communicate and deploy organizational values
- Provide a compelling and inclusive vision
- Encourage full participation by all employees
- Communicate openly such that department members are informed and knowledgeable about the business, direction, and goals of the department
- Solicit employee input and give department members a voice in matters that pertain to their positions
- Address social responsibilities and community involvement (whether University or the larger community)

Performance – How the department maintains or increases efficiency and effectiveness.

Some examples could include:

- Involves personnel to develop and update performance measures regularly
- Uses measurable performance outcomes to drive improvement and change
- Sets direction(s) and communicates values and performance expectations
- Designs, organizes and manages work and jobs to promote cooperation and collaboration, individual initiative, innovation and flexibility.
- Encourages and engages all personnel in strategic planning and implementation activities
- Manages resources in a manner that is aligned with the department's strategic direction.

