The Administrative and/or Professional Academic Staff Awards Committee invite nominations for the annual Excellence in Performance Award to be given in the fall of 2013. The UW-Eau Claire Foundation will present $1,500 to the recipient. Any administrative and/or professional member of the academic staff with a 50 percent or greater appointment may be nominated for the award. Any member of the faculty, academic or classified staffs, administration or student body is welcome to nominate someone. Persons who wish to make nominations should return the completed nomination form. Nominees will be considered for three years. The nomination deadline is April 12, 2013.

The Excellence in Performance Award is given to a member of the administrative and/or professional academic staff who, in the opinion of the colleagues, excels in the areas of performance and service. Excellence in performance is the primary criterion for the award, but evidence of outstanding service to UW-Eau Claire beyond the scope of the university employment enhances a nomination.

The term “performance” in this context is defined to include:

**Achievements** - A candidate, who has, by way of his/her day-to-day activities, achieved special accomplishments that have demonstrated positive benefits or support for the university and its members, as well as significant contributions to the goals and objectives of his/her work unit.

**Professionalism** - A candidate who has regularly exemplified professionalism in his/her work relationships and contacts within and outside the university community.

**Attitude** - A candidate who possesses a positive and supportive attitude toward the entire university community and general public in the administration of his/her daily duties. Evidence of dedication, responsibility, leadership and dependability heightens a candidate’s qualifications.

**Service** - Service encompasses activities where the candidate represents and promotes the university in a positive manner. Service may enhance a nomination but is not a requirement.

The Administrative and/or Professional Academic Staff Awards Committee will review all nominations and will forward a recommendation to the Chancellor.

Your nomination(s) should be forwarded to the Academic Staff Awards Committee via the Chancellor’s Office, 204 Schofield Hall, by **April 12, 2013**. Nominations received after this date will not be considered. Nomination materials become confidential and are not returnable. Additional information about the award is available from members of the Academic Staff Awards Committee.

Chair    Heather Schmitz (schmithj)  36-3575
Member   Ivy Bohnlein (bohnlein)  36-2473
Member   Jenny Gabler (gablerja)  36-5410
Member   Katie Ritland Clouse (ritlanka)  36-3487
Member   Patti See (seepk)  36-4826
NOMINATION FORM
2013 ADMINISTRATIVE AND/OR PROFESSIONAL ACADEMIC STAFF
EXCELLENCE IN PERFORMANCE AWARD

Nominee’s Name_________________________________________________________________
(Last) (First) (Middle)

Title/Position__________________________________________________________________

In the space provided, please briefly explain why you think the person you are nominating is deserving of the Administrative and/or Professional Academic Staff Excellence in Performance Award.

Signature of Nominator___________________________________             Date______________________

Print Name Here:________________________________________________________________

Title/Position__________________________________________________________________             Phone No._________________

NOTE: The person you have nominated will be notified that he or she has been nominated for this award. The nominee will be considered by the committee for the award only if the committee receives his or her permission to do so.

Due Date:       April 12, 2013

Send to:        Academic Staff Awards Committee
                Chancellor’s Office
                Room 204, Schofield Hall