INVITATION FOR NOMINATIONS
2017 UNIVERSITY STAFF
EXCELLENCE IN PERFORMANCE AWARD

The University Staff Awards Committee invites nominations for the Excellence in Performance Award to be given in the fall of 2017. The UW-Eau Claire Foundation will present $1,500 to the recipient. The award is presented annually to a member of the university staff who, in the opinion of colleagues, excels in performance and service to the University.

Any member of the academic staff, administration, university staff, faculty, or student body may nominate a full- or part-time member of the university staff for the award. Persons who wish to make nominations should complete and return the attached nomination form along with required supporting documentation by March 31, 2017. Unless withdrawal is requested or an award is received, nominees’ files will continue to be included in the committee’s annual review for three years.

The nominator must provide the information and documents indicated on the form in order for the candidate to receive consideration. The criteria for the award are as follows:

Excellence in overall job performance is the primary criterion for the award. The term “performance” in this context is defined to include: Achievements – candidates who have by way of their day-to-day activities effected 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 their work units. Professionalism – Candidates who have regularly exemplified professionalism in their working relationships and contacts within and outside of the University community. Service may enhance a nomination but is not a requirement. Nominators should note that “service” encompasses activities where candidates represent and promote the University in a positive manner. More importantly, candidates should possess a positive and supportive attitude toward the entire University community and general public in the administration of their daily duties. Evidence of dedication, responsibility, leadership, and dependability heightens a candidates’ qualification.

Your nomination(s) should be forwarded to the University Staff Awards Committee, Chancellor’s Office, 201 Schofield Hall by March 31, 2017. Nominations received after this date will not be considered. Nomination materials become confidential and are not returnable.
Nomination Form
2017 University Staff
Excellence in Performance Award

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

Department/Office of Employment___________________________________________________

Title/Position____________________________________

Length of Service at UW-Eau Claire_____________ years

The nomination must include the following:

1. **Recommendation from nominator**
   Based on the established criteria for this award, the nominator must supply on a separate sheet, a detailed explanation of the reasons why the nominee is deserving of this award.

2. **References**
   Two letters of reference in support of your nominee: At least one of the references must be from on campus.

   Reference One:                                             Reference Two:
   Name:_________________________________________________  Name:_________________________________________________
   Address:________________________________________________ Address:______________________________________________

Your letter of recommendation, the two letters of reference, and this nomination form should be mailed directly to the University Staff Awards Committee, Chancellor’s Office, 201 Schofield Hall by **March 31, 2017**. It is the responsibility of the nominator to ensure that the letter of recommendation and two reference letters accompany this nomination form by the deadline date. The University Staff Awards Committee Chair may request additional support materials if needed.

Signature of Nominator___________________________________             Date______________________

Title/Position___________________________________________             Phone No._________________

Due Date:         March 31, 2017

Send to:          University Staff Awards Committee
                 Chancellor’s Office
                 Room 201, Schofield Hall