Award for Excellence Guidelines for Classified and LTE Staff:

- One UW-Platteville Classified Staff Award for Excellence
- One UW-Platteville LTE Staff Award for Excellence

Deadline: March 1, 2015

Purpose
The UW-Platteville Classified Staff Senate (CSS) Awards and Recognition Committee will annually recognize, through the UW-Platteville Classified Staff Award for Excellence and the UW-Platteville LTE Staff Award for Excellence, a Classified Staff and a LTE Staff member who have provided essential services to the university while demonstrating excellence of performance, personal interaction, and initiative and creativity.

Eligibility
All Classified and LTE staff members.

Selection Criteria and Committee
Program Award nominees will be evaluated based on documentation of their outstanding achievements and contributions in their role as a Classified or LTE Staff member. The application should provide specific evidence of excellence, worthy of recognition. Particular attention will be paid to nominees that are going above and beyond in their required job duties as university employees. Supporting evidence could also include other service to the surrounding communities.

The Awards for Excellence selection will be undertaken by the CSS Awards and Recognition Committee. This will be a standing committee of the UW-Platteville CSS. There shall be at least five representatives from either the Classified or LTE staff.

Recognition and Sponsorship
The Awards for Excellence consists of a $1,000 honorarium and a UW-Platteville Recognition Plaque. The recipient of the award will receive their plaque and award at the awards ceremony prior to the Chancellor's Fall Convocation as well as be recognized at fall convocation held in August.

The Office of the Chancellor sponsors the Awards for Excellence.

Who May Nominate
Nominations may come from classified, LTE, academic staff, administrators, faculty, students. and self-nominations are also welcome.

Organization of the Application - The application submission should consist of the following documents and follow this order:

- Application Cover Form
- Include a copy of current nominee’s job description
- A Letter of Nomination
- Letters of Support
Letter of Nomination
This statement should be a summary that highlights the contributions and achievements of the nominee as described. It should include evidence of work above and beyond the nominee's stated job responsibilities and requirements. Nomination materials should address the following criteria, as they will be considered by the campus Committee in the review of all nominations.

- **Excellence of Performance:** performance that consistently and substantially exceeds in quality of the expectations for the position; performance that has set superior standards of excellence and efficiency.
- **Personal Interaction:** performance that consistently and substantially demonstrates ability and willingness to work positively and effectively with students and other campus personnel.
- **Initiative and Creativity:** performance that consistently and substantially demonstrates an innovative approach to the job, thereby improving productivity and the quality of the work assigned.

* EXAMPLE PROVIDED

Letters of Support
Letters may come from students, peers, colleagues, administrators, supervisors, alumni, or community members who have first-hand knowledge of the nominee's performance. The letters should describe the specific outstanding contributions that make the nominee deserving of this award. *(No more than four letters of support and no more than two pages in length per letter of support)*.

Submit completed application documents as electronic pdf to:

Crystal Taylor or Lisa Merkes-Kress
Chairperson, CSS Awards and Recognitions Committee
email: mergenc@uwplatt.edu or merkesl@uwplatt.edu

Although electronic documents are preferred, hardcopy documents will be accepted by sending them to Pioneer Tower Room 156 attn: Lisa Merkes-Kress.

All nominee’s will be contacted by the chairperson to be given the opportunity to provide additional supporting material, such as a letter providing more detail on community or campus involvement. **NOMINEE IS NOT REQUIRED TO SUBMIT ADDITIONAL INFORMATION TO BE ELIGIBLE FOR AWARD.**

The Chair of the CSS will put forth the award winners for each award to the Chancellor. All nomination materials are confidential. However, after the selection is made, the nomination forms and supporting documents will be returned to the Human Resources Department to be placed in the individual's personnel files.
Application Cover Form

NOMINATION FOR THE
CLASSIFIED or LIMITED TERM STAFF AWARD FOR EXCELLENCE
1) Classified Staff Award for Excellence
2) LTE Staff Award for Excellence

NOMINEE
Name ______________________________________________________
Title _________________________________________________________
College, Department, or Unit _______________________________________
Campus Address _________________________________________________
Campus Phone ____________________ Campus E-mail: __________________
Dates of Employment at UWP (Month/year to month/year) _______________________

Appointment Category: ___Classified Staff ___LTE Staff

NOMINATED BY:
Name _________________________________________________________
Signature ______________________________________________________
College, Department, or Unit _______________________________________
Campus Address _________________________________________________
Campus Phone Campus E-mail: ________________________________

I endorse this nomination:

(To be signed by the Assistant Chancellor, Dean, or Supervisor)

__________________________________
Print Name ________________________________
Date ________________________________

Deadline for Nominations: Friday, March 1, 2015

Please submit the following to:
Crystal Taylor or Governance Office
Email: mergenc@uwplatt.edu or univgovernance@uwplatt.edu
__ Application Cover Form
__ Criteria Letter
__ Nomination Statement, no more than two pages
__ At least one letter of support but no more than four Letters of Support