



The University of Wisconsin-Extension Academic Staff Council Awards for Excellence

- I. Two members of the University of Wisconsin-Extension Academic Staff will be recognized by the Academic Staff Council annually for excellence and service. The awards will be presented at the October Academic Staff Council Meeting.

- II. Academic Staff Council Awards for Excellence are presented to members of the University of Wisconsin-Extension academic staff to recognize excellence in instruction or professional service that not only furthers the work of the nominee's division and unit but also exemplifies the Wisconsin Idea. One award recognizes instructional staff (Category B) and one recognizes non-instructional staff (Category A). See your unit personnel or human resources contact if you are uncertain of your category designation.

- III. Excellence in performance is the primary criterion for the award, but outstanding service to the University community and beyond enhances a nomination.

- IV. To be eligible, a nominee must hold at least 50 percent or greater appointment with UW-Extension as either Category A or B Academic Staff. Nominees may not have received the award in the past five years.

- V. To nominate a colleague for this award, please use the nomination form to provide a brief response to each of the following criteria:
 - Share examples of how the nominee regularly furthers the Wisconsin Idea (that of extending the knowledge and resources of the university to the people of Wisconsin) in his or her work.
 - Describe how the nominee has made significant contributions to his or her Extension unit or division.
 - Explain how the nominee has contributed professional service that has consistently exceeded the expectations of their position.
 - Provide an example of how the nominee has demonstrated the value of Academic Staff to UW-Extension.
 - Describe how the nominee's performance has consistently shown an ability and willingness to work positively and effectively with others.

- VI. Selection committee:
 - The UW-Extension Academic Staff Council's Nominations Committee, appointed by the Academic Staff Council, comprised of representatives of each UW-Extension division will select the recipients. Its members are not eligible for the award.
 - The committee will forward its decision to the Chancellor. In the event that the committee does not elect to submit a candidate for the award, the committee should document its reasons for withholding the award and submit this documentation to the Secretary of the Faculty and Academic Staff.
 - The Secretary of the Faculty and Academic Staff will submit letters to nominees' and recipients' personnel files to indicate they were nominated for and/or received the award.

- VII. Nominating procedure:
- The call for nominations will be announced via email in early April. Complete award program information and the nomination form will be available on the UW-Extension Academic Staff website (www.uwex.edu/academicstaff).
 - Nominations of qualified academic staff members may be made by academic staff, classified staff, faculty or students/clients. Self-nominations are welcome. The nomination must address the five criteria for eligibility outlined under section V of this document.
 - Nomination materials must include:
 1. a completed nomination form addressing how the nominee meets the five criteria for eligibility outlined under section V of this document
 2. at least one letter of support for the nomination**One of the above must be submitted by the nominee's supervisor.**
 - Nominations are due in the Office of the Secretary of the Faculty and Academic Staff by May 1st. Mail to: Secretary of the Academic Staff, 415 Extension Bldg., 432 N. Lake Street, Madison, WI 53706; fax to 608-262-8404; or e-mail molly.delaney@uwex.edu
 - The selection committee will forward its decision to the Secretary of the Faculty and Academic Staff and the Chancellor.
 - All nominees will be notified of the outcome.
- VIII. The award recipient will receive the following:
- A recognition plaque.
 - A letter in his/her personnel file.
 - A possible feature story about him/her in UW-Extension News and Ideas. The recipient should also be considered for UW System publications highlighting academic staff.
 - News releases about the honor will be sent to local media and the recipient's hometown, upon the recipient's consent.
- IX. In addition, the UW-Extension Academic Staff Council will annually give an Excellence Award to the UW-Extension academic staff nominee for the Regents Teaching Excellence Award or the Academic Staff Regents Award for Excellence. This recognition award will automatically be given to the nominee – no further nomination process will be required beyond that required for the specific Regents award. These awards are generally announced in spring and the Academic Staff Council recognition of these nominees will be presented in June.

Approved by the Academic Staff Council, July 16, 2003 (Revised July 2009)