

## The Board of Regents Staff Excellence Awards

The Board of Regents, in cooperation with the Staff Councils of the five Regents institutions annually recognizes staff for outstanding accomplishments and contributions to the institutions as well as the State of Iowa. The Regents Staff Excellence Awards were established in 1993 to provide a statewide forum to recognize staff members in conjunction with colleagues from the other Regents institutions. Accomplishments shall have significantly benefited The University of Iowa, brought honor or recognition to the University, and had a significant positive impact on the State of Iowa. Up to six awards may be given. Award recipients will be recognized at a University event in the Spring Semester. Staff Council will present a commemorative gift to each award recipient at a departmental event. In addition, the University will grant a \$1,000 prize to the award recipient.

### Eligibility

- All current permanent full-time and part-time (50% or more) Merit Supervisory Exempt/Confidential and Professional & Scientific staff not covered by a collective bargaining agreement, are eligible. *If you are unsure of the category of your nominee, please check with your Unit HR Representative.*
- Individuals may not be selected for both the Board of Regents Staff Excellence and the Outstanding Staff awards in the same year.
- Staff members may be awarded the Board of Regents Staff Excellence Award once during the course of their employment at The University of Iowa.
- Staff members previously nominated for the award, but not selected, are eligible.
- Eligible nominees must be actively employed at the close of the nomination period.
- Employees covered under a collective bargaining agreement are not eligible, but may be nominated for The University of Iowa Outstanding Staff Award.

### Criteria

- Demonstrates extraordinary contributions to the University and to the State of Iowa.
- Contributions must extend beyond those normally expected or required by the nominee's job responsibilities.
- Although many individuals provide outstanding service to their community and to service organizations, this award does not recognize these contributions unless they are related to the nominee's University position.

### Nominations

- Any member of the University of Iowa (faculty, staff, or student) may submit nominations.
- Nomination materials must clearly address the award criteria.
- Nominators must complete the online nomination form located on the Staff Council Award webpage: [www.uiowa.edu/staff/staff-council-awards](http://www.uiowa.edu/staff/staff-council-awards)
- Submissions received after the deadline will not be processed.
- Submissions not properly completed will be notified and must be resubmitted by deadline to be considered.

### **Selection and notification**

The Selection Committee will be appointed by the UI Staff Council Awards Committee and composed of Merit Supervisory Exempt/Confidential, Professional & Scientific staff and faculty members (total of seven). Nominators and nominees will be notified of the Selection Committee decisions via letter from the President's Office. These letters are normally delivered in late-August/early-September. After the President's Office has notified the winners, the names of all award recipients will be announced in a University of Iowa News Release and posted on the Staff Council website.

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### Nomination Requirements

Nomination materials may be submitted online using the nomination form link at [www.uiowa.edu/staff/staff-council-awards](http://www.uiowa.edu/staff/staff-council-awards):

You may also email your nomination materials to [staffawards@uiowa.edu](mailto:staffawards@uiowa.edu).

#### **Required Nomination Materials**

##### **Nomination letter**

No more than 750 words in length. Letters longer than 750 words will be returned for correction.

The nomination letter must speak directly to the nominees accomplishments based on the criteria below:

- Demonstrates extraordinary contributions to the University and to the State of Iowa.
- Contributions must extend beyond those normally expected or required by the nominee's job responsibilities.
- Although many individuals provide outstanding service to their community and to service organizations, this award does not recognize these contributions unless they are related to the nominee's University position.

##### **Two Letters of Support**

- Limited to one, one-sided page for each letter. Font size must be at least 10.
- Letters of support from a variety of constituents (e.g. other staff, faculty, students, alumni, patients, customers, or suppliers) have a greater impact than having all letters from the same department.
- Letters of support should address the award criteria above.
- Please note: No more than two letters will be accepted. Additional letters will not be considered.

If you have questions concerning your nomination, contact the Staff Awards Committee, [staffawards@uiowa.edu](mailto:staffawards@uiowa.edu)