

## **Welcoming and Respectful Environment Award**

The Staff Award for Distinguished Leadership in a Welcoming and Respectful Environment was established to shine a light on staff members who work toward achieving a welcoming, supportive and inclusive working environment. It is intended to celebrate those who embrace the value of diversity and recognize how it helps set the University of Iowa apart. The award is given annually to up to two recipients and each will receive a \$500.00 gift and recognition on the Staff Council website.

### **Eligibility**

- All current permanent full-time and part-time (50 % or more) Merit, Merit Supervisory, Exempt/Confidential and Professional and Scientific staff, including those 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.
- 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.

### **Criteria**

- Outstanding efforts to support Access, Opportunity, and Diversity initiatives. Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences Some examples include (but are not limited to):
  - Efforts to increase the appreciation of a workforce that benefits from the talents of all people across multiple characteristics among staff, faculty, or students at Iowa.
  - Strong commitment to mentoring an inclusive group of staff, faculty, or students at Iowa.
  - Development of educational programs or activities for diverse populations.
- Have the potential to effect or implement long-standing change, rather than a one-time event.
- Contributions extend beyond those normally expected or required by the nominee's job responsibilities.

### **Nomination Process**

- 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 website.
- 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 will be 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.

## **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 nominee's accomplishments based on the criteria below:

- Outstanding efforts to increase the appreciation of a workforce that benefits from the talents of all people across multiple characteristics among staff, faculty, or students at Iowa.
- Strong commitment to mentoring an inclusive group of staff, faculty, or students at Iowa.
- Development of educational programs or activities that support implementation of unit strategic plans related to a welcoming and respectful workplace environment.
- Successful development of specific clinical programs focusing on the needs of diverse populations.

### **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).