

Staff Award for Welcoming and Respectful Environment

The Staff Award for Welcoming and Respectful Environment was established to recognize staff members who create a welcoming and supportive working environment. It celebrates individuals who engage with and respect all viewpoints, helping set the University of Iowa apart. The award is given annually to up to two recipients, and each will receive a \$500 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

Nominees should demonstrate outstanding efforts to foster a welcoming and respectful workplace environment while recognizing personal differences. They should be able to work constructively and respectfully with a wide variety of individuals and groups.

Examples include (but are not limited to):

- Efforts to promote a positive and respectful working environment among staff, faculty, or students at Iowa.
 - Strong commitment to mentoring a welcoming and supportive community of staff, faculty, or students.
 - Development of educational programs or activities that encourage a respectful and welcoming environment for all viewpoints.
 - Contributions that have the potential to create lasting change, rather than one-time events.
 - Contributions that extend beyond those normally expected or required by the nominee's job responsibilities.
-

Nomination Process

- Any member of the University of Iowa community (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 Awards website.
 - Submissions received after the deadline will not be processed.
 - Submissions that are not properly completed will be notified and must be resubmitted by the 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 and Scientific staff, and faculty members (total of seven).

Nominators and nominees will be notified of the Selection Committee's decisions via a letter from the President's Office. 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.

You may also email your nomination materials to 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 letter must speak directly to the nominee's accomplishments based on the criteria below:
 - Outstanding efforts to create a welcoming and respectful workplace environment.
 - Strong commitment to mentoring and supporting staff, faculty, or students.
 - Development of educational programs or activities that support the implementation of unit strategic plans related to a welcoming and respectful environment.
 - Successful development of specific programs or initiatives supporting an environment respectful of a range of viewpoints.

Two Letters of Support:

- Limited to one, one-sided page for each letter; font size must be at least 10.

- Letters from a variety of constituents (e.g., other staff, faculty, students, alumni, patients, customers, or suppliers) are encouraged.
- Letters should address the award criteria listed above.
- Please note: No more than two letters will be accepted. Additional letters will not be considered.