

## David J. Skorton Award for Staff Excellence in Service to the University of Iowa

The David J. Skorton Staff Excellence Award in Service to The University of Iowa is given annually to up to two individuals who have made significant contributions and have shown exceptional imagination and dedication to improving the university community. Service must include activities of high quality in staff governance, committee work, policy improvement, program creation, etc. and must be outside normal job responsibilities. The award recipients will be recognized at a University event in the Fall and will receive a \$1000 stipend and commemorative gift.

### Eligibility

- All current permanent full-time and part-time (50% or more) Merit Supervisory Exempt/Confidential and Professional and 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.*
- Staff members may be awarded the David J. Skorton Award for Staff Excellence in Service 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

- Service must stand out as a set of exceptionally effective contributions to the University community.
- Service must manifest exceptional imagination and dedication for improving the University community.
- Service activities must extend over more than **2 years**.
- Service must include diverse formal and informal activities of high quality in staff governance, committee work, policy improvement, program creation, etc.
- Service must be outside normal job responsibilities.

### 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.

**David J. Skorton Award for Staff Excellence in Service to the University of Iowa  
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:

- Service must stand out as a set of exceptionally effective contributions to the University community.
- Service must manifest exceptional imagination and dedication for improving the University community.
- Service activities must extend over more than **2 years**.
- Service must include diverse formal and informal activities of high quality in staff governance, committee work, policy improvement, program creation, etc.
- Service must be outside normal job responsibilities.

**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)