

CALS Award for Excellence in Staff Support

Guidelines and Procedures

The College of Agriculture and Life Sciences Award for Excellence in Staff Support is the most prestigious staff support award in the CALS. It recognizes outstanding effort and achievement in the support of the mission of the College. The recipient of this annual award has his/her name engraved on a commemorative plaque, receives a personal cash award of \$1500, as well as an additional amount to enhance or replace equipment in their office. The award is presented and the recipient is formally recognized at the CALS Honors Day held each year in mid-April.

Eligibility and Nomination

- Any full time (.75 FTE or greater) staff member of the CALS who has been employed in CALS for 3 or more years.
- Nominations may be made by individuals or groups of faculty, staff, and/or administrators who are employed by CALS. *It is the responsibility of nominators to insure that all required materials are submitted to the Academic Awards Committee in the correct form and before the deadline -- **the first Monday in March.***
- Past recipients are ineligible.
- Past nominees are eligible, but must be re-nominated. Materials need to be resubmitted and appropriately updated.

Selection Process

- Evaluation of nominees and selection of the recipient for the award is carried out by the CALS Academic Awards Committee with the addition of the Assistant Dean for Business Operations. The Committee is comprised of six CALS faculty members who have been elected to three year terms by the faculty of the College. The selection process, in part, involves the evaluation of written material submitted to the Committee by the nominators according to the criteria described below.
- No award shall be made in any year in which members of the Selection Committee decide no deserving candidates have been nominated.

Submissions

- A variety of documentation in support of each nominee is submitted to the Committee. Submitted materials are evaluated according to the criteria described below.
- In developing these materials, nominators solicit letters from other faculty and staff and draft supporting materials.
- *A single copy of all materials* is placed in a standard file folder and submitted by the nominator to the Dean's Office, 108 Morrill Hall. It is the responsibility of the

nominator to insure that submissions are in the proper form and submitted by the deadline -- *the first Monday in March*.

Submissions must include and are limited to:

1. A 500 word nomination statement written by the nominator.
2. A copy of the nominee's current resume and position description.
3. Letters of support (minimum of 2) from present and former faculty, staff and/or administrators. Persons providing these letters should have firsthand experience and knowledge related to one or more of the criteria for evaluation described below. Nominators may contact individuals in soliciting these letters.
4. Letter of support from the staff member's department chair or Dean (if employed in the Dean's Office).
5. If necessary, the Academic Awards Committee will request additional information from the nominator.

Criteria for Evaluation of Submissions

Materials submitted to the CALS Academic Awards Committee in support of each nomination will be evaluated for evidence of *sustained excellence* (effort over several years) in staff support activities, as follows:

1. Impact of their efforts to assist faculty, staff, students and/or administration in meeting the mission of the department and college.
2. Innovation in work methods which allow better utilization of resources.
3. Influence on improvements within the department, and among colleagues.
4. Involvement with Department, College and University committees and organizations, participation in workshops, seminars, and programs.
5. Efforts to improve peer interaction within the Department and College.

Questions about this award should be directed to Robin.Smith@uvm.edu or call (802) 656-0321.