

DEAN'S STAFF EXCELLENCE AWARD

Purpose of the Award

The purpose of the Dean's Staff Excellence Award is to formally recognize the special efforts of staff members who consistently provide outstanding contributions to the work environment of the Grossman School of Business (GSB).

Description of the Award

The goal is to present one Staff Excellence Award each academic year. The winner will be presented with a certificate of recognition and a total award of \$1,500 that the recipient can allocate between a cash award (taxable income) and a professional development fund (non-taxable). The winner will also be recognized at the annual Faculty and Staff gathering in May and on the GSB website.

Eligibility

All permanent staff members (full-time or part-time) are eligible for the Award except for:

- Staff members who received this award within the past three years (for FY23 this includes Travis Perry, Sam Williams, Cyndi Dowling, and Angela Erdmann)

Nomination Process

Any member of the Grossman School of Business community (faculty, staff, and students) may nominate staff members for the Dean's Staff Excellence Award. Staff members may also self-nominate. The nominator must submit a letter explaining the qualifications of the nominee and a description of how the nominee exemplifies excellence as outlined in the [Award Criteria](#) section of this document. The nominator must also secure two additional letters of support addressing the nominee's qualifications. It is encouraged to seek letters of support from a diverse pool (staff, faculty, students, UVM community members, etc.)

At the conclusion of the selection process and as part of recognizing employees, the nominees (both those selected and those not selected) will be presented with copies of the nomination letter and supporting documents.

Selection Process Schedule

Steps	Dates
Call for nominations sent to GSB Faculty and Staff	February 6, 2023
Deadline for nominations (including all letters of support)	April 5, 2023
Review of nominations by the Committee	By April 21, 2023
Announcement of award winner to the Dean	End of April
Presentation of Award at the annual Faculty and Staff gathering	May

Award Committee

- 2 GSB Staff: The last two recipients of the award. (If either person is no longer with the School, the Assistant Dean will assign a replacement. In the event that the replacement person is nominated for the award, they will recuse themselves from deliberations on their nomination).

- 1 Faculty: The previous recipient of the Faculty Excellence Award. (If the recipient is no longer with the School, the Associate Dean will take their place).

The committee chooses a Chair from amongst themselves. Members of the Committee may nominate individuals and/or provide letters of support; however, they will be asked to recuse themselves from deliberations on these individuals.

Award Criteria

Strong nominees should exhibit several of the characteristics listed below:

1. **Excellence in Initiative** – examples may be through the pursuit of work-related professional development and training, innovation in process, problem solving, workplace improvements in methods and outcomes, change agents.
2. **Excellence in Service** – demonstrates commitment to provide excellent service to faculty, students, staff and/or external parties, is known in the community as a reliable go-to person, a willing volunteer or good citizen who enriches the School (e.g. reaches out to new staff; motivates others around a cause).
3. **Excellence in Collaboration** – all staff collaborate with colleagues, UVM partners, students, and/or faculty on various projects or aspects of their jobs; this includes teamwork and collegueship.
4. **Excellence in Inclusion** – demonstrates commitment to diversity, inclusion, accessibility.

Factors considered by the Award Committee

- Nature and type of contribution (e.g. improving workplaces efficiency, quality of work life, customer service, problem-solving, collaboration, etc.) Contributions may be job related or other forms of activity, participation or support that contribute to the University community.
- Scope of impact of contribution to the GSB and UVM community.
- Evidence supported by examples.