

## Nominate an Employee or Co-Worker for a UA Award for Excellence

To::

Deans, Department Heads, Faculty, Staff & Appointed Professionals

Names and titles:

Staff Advisory Council, Appointed Professionals Advisory Council, Shared Governance and Campus Community Advisory Committee, and the President's Office

Date::

November 6, 2014

Take a look around you. You recognize people who are dedicated to the University of Arizona, who are always ready to help, and who make the University a great place to work. Now, take a moment and nominate those people for an Award for Excellence so that the rest of the University can appreciate them also. The Staff Advisory Council, the Appointed Professionals Advisory Council, the Shared Governance and Campus Community Advisory Committee and the President's office sponsor these awards. We urge you to take advantage of this opportunity to nominate someone great today!

**University of Arizona Award for Excellence**<sup>[1]</sup> will be presented to approximately 9 members of the Classified Staff and the Appointed Professionals, regardless of their length of service, classification or pay grade. These awards are designed to recognize outstanding achievements. Nominations are evaluated respectively within six pay levels to ensure an equal distribution of awards among employees at all levels. Nominated Individuals must be benefits-eligible.

**The Billy Joe Varney Award for Excellence**<sup>[2]</sup> will be presented to one employee, with at least 15 cumulative years of employment at the University, who merits special recognition for a career of dedicated service to the University, its employees, and the community. Nominees can be chosen from any employment category. Individuals nominated must be benefits-eligible.

**The University of Arizona Team Award for Excellence**<sup>[3]</sup> will be presented to a team primarily comprised of Classified Staff and Appointed Professionals. Both functional working teams and project-oriented teams will be considered. Team members should have complementary skills, be committed to a common purpose and share specific performance goals. They should also have established means by which to hold themselves mutually accountable. A team shall be defined as two or more benefits-eligible employees, regardless of their length of service. The award will be presented in recognition of the team's outstanding contribution to its unit, department, or University as a whole.

**The Department Award for Excellence**<sup>[4]</sup> will be presented to a single department in recognition of its outstanding departmental excellence in the management of its people and resources. Nominations should include specific examples of exemplary performance in the criteria themes outlined. Judges will look how much departments meet and/or exceed the selection criteria. The department selected by the judges to receive the University of Arizona Department Award for Excellence will receive a commemorative plaque.

All of these honors, with the exception of the Department Award for Excellence, carry with them a university-funded monetary award and, therefore, must be based on achievements in activities beyond normal duties. On behalf of the organizations supporting this recognition, we encourage you to nominate employees in your area who you feel are making outstanding contributions to the University.

**The Awards for Excellence nominations must be received no later than 3:00 p.m. on Monday, January 26, 2015.**

Recipients will be notified in March.

Questions should be directed to the co-chairs of the UA Awards for Excellence Team: Grace Aranda, 621-3931 or [garanda@email.arizona.edu](mailto:garanda@email.arizona.edu)<sup>[5]</sup>, or Claudia Arias, 621-8051, [ariasc@email.arizona.edu](mailto:ariasc@email.arizona.edu)<sup>[6]</sup>.

Provost Andrew Comrie will host the UA Awards for Excellence ceremony on Thursday, April 23, 2015 to present the awards.

For questions about the awards or nomination forms, contact us at [UAExcellenceAwards@email.arizona.edu](mailto:UAExcellenceAwards@email.arizona.edu)<sup>[7]</sup>

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### Links

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