

December 5, 2016

TO: CALS Faculty and Staff

FROM: CASI Committee

RE: Nominations for 2017 Academic Staff Excellence Awards

This is to notify you the College of Agricultural and Life Sciences is requesting nominations for CALS Academic Staff Excellence Awards for 2017. Each award carries a stipend and will be presented at the CALS Awards Program on May 3, 2017 at 3:00 p.m. in the Ebling Auditorium, Microbial Sciences Building, 1550 Linden Drive.

There will be three awards distributed to Academic Staff, including one in each of the following categories:

CALS Award for Excellence in Research
CALS Award for Excellence in Leadership
CALS Award for Excellence in Service

A letter of nomination may be initiated by any academic staff, faculty, university staff, or student member of the community. This letter should address the criteria indicated on the attached sheet as related to the specific award for which the individual is being nominated. The letter should be accompanied by supporting materials (indicated on attached sheet). Note: More than one nomination is allowed from each unit.

Please send the nominations with supporting materials in a single PDF document to Janet Hedtcke at janet.hedtcke@wisc.edu no later than **Friday, February 3, 2017**.

COLLEGE OF AGRICULTURAL AND LIFE SCIENCES

Academic Staff Excellence Awards

Criteria:

Award for Excellence in Research

Those nominated for this award should conduct or support the research mission of the College.

Award for Excellence in Leadership

Those nominated for this award may direct facilities, manage business services or ensure the smooth functioning of classrooms, laboratories, libraries, student services and academic departments.

Award for Excellence in Service

Those nominated for this award go above and beyond the scope of their duties and demonstrate outstanding sustained service and dedication to their individual units. The nominees may include individuals who serve on college or university committees, conduct outreach or provide community service.

Any or all of the following criteria will be considered in the review of nominations.

- Excellence of Performance
- Personal Interaction
- Initiative and Creativity
- Outstanding Achievement

Eligibility:

All full-time and part-time (50% or greater) academic staff are eligible for the awards, regardless of title, funding support, appointment contract or unit affiliation. In addition, the person being recommended must have been employed for more than 12 months and have a portion of their budget support administered by the College of Agricultural and Life Sciences.

Nomination Requirements:

- Nomination letter (required)
- Letter of endorsement from the department chair or unit director (required)
- Vita (required)
- Additional letters of support (optional)