

December 6, 2021

TO: CALS Faculty and Staff

FROM: Committee on Academic Staff Issues (CASI)

RE: Nominations for 2022 Academic Staff Excellence Awards

Do you know a member of the CALS academic staff who should be recognized for their exceptional work? Now is your chance to help make it happen.

The Committee on Academic Staff Issues (CASI) is requesting nominations for the 2022 CALS Academic Staff Excellence Awards, which are given to academic staff who make outstanding contributions to the college and their respective areas of work. Each award includes a stipend. Three awards under the broad category of “excellence” are available.

A letter of nomination may be submitted by any member of the CALS community – academic staff, faculty, university staff, or student. Self-nominations are accepted. The letter should address the criteria listed on the attached document and be accompanied by supporting materials (also listed on the attached document). More than one nomination is allowed from each unit. **The resubmission of past nominations that did not result in an award are also welcome and encouraged.**

Please send nomination and support materials in a single PDF document to Mattie Urrutia, chair of the CASI Awards and Professional Development subcommittee, at urrutia@wisc.edu no later than **Friday, February 11, 2022**. Please use the subject line “Nomination for Academic Staff Excellence Award.”

The winners of these awards represent the vital contributions of more than 700 academic staff members to the mission of the College. CALS Awards will be presented on Wednesday May 4, 2022 at 3 p.m. Details will be forthcoming.

COLLEGE OF AGRICULTURAL AND LIFE SCIENCES

Academic Staff Excellence Awards

Areas of Excellence

We are accepting nominations for three awards in the broad category of “excellence.” We encourage nominators to identify areas of excellence to highlight. Below are some examples of areas to consider. However, nominations are not limited to these categories and nominators can also recognize excellent achievement or performance in other dimensions. *Note: If you want to recognize excellence in teaching or advising, please consider submitting nominations for specific CALS awards for teaching and advising, such as the Spitzer Excellence in Teaching Award, the J.S. Donald Short Course Teaching Award, WALSAA Outstanding Advisor Award, and/or the Arthur J. and Ellen A. Maurer Extra Mile Award.*

Research

This area recognizes academic staff who conduct or support the research mission of CALS. Many academic staff serve as principal investigators or as project research personnel and perform critical research functions to produce new knowledge, methodologies, and applied practices that serve CALS, UW-Madison and the State of Wisconsin.

Leadership

This area recognizes academic staff who are engaged directly in leadership positions or demonstrate leadership in other ways, such as facilitating provision of services or taking the initiative to improve organizational operations. Many academic staff direct facilities, manage business services or ensure the smooth functioning of classrooms, laboratories, libraries, student services and academic departments and play a critical role in ongoing operations in CALS.

Service

This area recognizes academic staff who consistently go above and beyond the scope of their duties and demonstrate outstanding sustained service and dedication to their individual units or to the college. Many academic staff serve on college or university committees, engage in activities or initiatives that build community, serve as the public face of CALS units and provide extraordinary commitment to the greater university community.

Outreach

This area recognizes academic staff who play a key role in the state, national, and international outreach mission of CALS. Many academic staff engage in the “Wisconsin Idea” in their work and enhance the economic vitality, cultural and social lives of Wisconsin communities by sharing knowledge, technologies, and skills and play a key role in the on- or off-campus outreach that reflects the public service mission of the college.

Criteria

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

- *Excellence of Performance* – For example, going above and beyond expectations and doing exemplary work that is acknowledged and appreciated on or off campus
- *Personal Interaction* – For example, being a community builder who plays a positive role in personal or organizational interactions on or off campus
- *Initiative* – For example, taking on responsibility for work or leadership of a project, process or service
- *Creativity* – For example, using novel or innovative approaches for problem solving, research or organizational improvement
- *Outstanding Achievement and Accomplishments* – For example, formal recognition of work, research or productivity on or off campus, including recognition of a body of work over a period of time
- *Positive Impact and Influence* – For example, doing work that has a ripple effect on processes or services or an area of research and brings visibility and positive attention to CALS

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
- Letter of endorsement from the department chair or unit director
- Current resume
- Two additional letters of support

Nomination Submission:

Please send nomination and support materials in a single PDF document to Mattie Urrutia, chair of the CASI Awards and Professional Development subcommittee, at urrutia@wisc.edu no later than Friday, February 11, 2022. Use the subject line “Nomination for Academic Staff Excellence Award.”