

Academic Staff Personnel Rules

Chapter Thirteen - Awards

ACS 13.0. Outstanding Service Award.

The Outstanding Service Award the University of Wisconsin Oshkosh recognizes the contributions of professional/administrative academic staff and non-teaching faculty to the University. The award emphasizes the importance of services to students and services affecting the academic environment, the administration, and the reputation of the University.

ACS 13.1. Eligibility.

Current professional/administrative academic staff and non-teaching faculty in academic staff positions who have a contract longer than one-semester-only and who are at least .50 FTE are eligible for the award.

ACS 13.2. Criteria.

Nominees must demonstrate excellence in their current job in providing student and/or professional support services at the University of Wisconsin Oshkosh.

- (1) Evidence of outstanding performance in the nominee's current position is the primary consideration for receiving the Outstanding Service Award. This primary area will constitute no less than 75 percent of a nominee's evaluation for this award.
- (2) Evidence of outstanding service beyond the nominee's current position is of secondary consideration. Performance in the following areas will constitute no more than 25 percent of a nominee's award.
 - (a) **Service to the University.** Service (outside their job description) with university-wide impact such as serving on University-wide committees, inter-departmental committees, focus groups, task forces, etc.;
 - (b) **Service to the nominee's profession.** Service on professional committees, speaking engagements, publications, or participation in professional development activities that advance the nominee's profession and enhance the nominee's performance in his or her role at the University; or
 - (c) **Service to the greater community.** Service as a representative of UW Oshkosh that enhances or promotes the University's mission, vision, or strategic goals and directions.

ACS 13.3. Selection Process.

The selection process includes the following activities:

- (1) **Selection Committee.** An Outstanding Service Award Committee will be appointed by the Senate of Academic Staff. It will consist of no fewer than five academic staff or faculty in academic staff positions who are at least .50 FTE and whose contracts are longer than one-semester only. The length of terms will be staggered to assure continuity. The committee will elect its own chairperson.
- (2) **Nominations.** In February of each year, nominations for the Outstanding Service Award will be solicited. All University personnel and students are eligible to submit nominations.
- (3) **Procedure.**
 - (a) A listing of individuals who are eligible to receive the award will be provided to the committee by the Provost and Vice Chancellor's Office.
 - (b) The committee will send out a call for nominations by the first week of February.
 - (c) Nominations of eligible individuals will be received by the Outstanding Service Award Committee by March 1.
 - (d) The committee will ask for documentation from each nominee to be received by April 1.

- 1 (e) The committee will draw up a list of no more than four and no fewer than two individuals it re-
2 commends for receipt of the award. This list should not be ranked.
- 3 (f) The committee's list and statements of recommendation will be forwarded by May 1 to the
4 Chancellor, who will select the recipient(s) of the award. If the Chancellor needs additional in-
5 formation, clarification, or advice, he/she will request a meeting with the committee.
- 6 (4) Presentation. The Outstanding Service Award will be presented in the fall during the University's
7 opening day assembly for faculty and academic staff.

8 **ACS 13.4. Academic Staff Regents Award for Excellence.**

9 With the Academic Staff Regents Awards for Excellence, the UW Board of Regents recognizes the dedi-
10 cation, excellence of performance, personal interaction, initiative and creativity, and outstanding achieve-
11 ment of administrative and professional (non-instructional) academic staff. The purpose, eligibility re-
12 quirements and criteria for selection and nomination are outlined by the Board of Regents. The selection
13 process at UW Oshkosh precedes the selection process for the Outstanding Service Award and includes
14 the following activities.

- 15 (1) Selection Committee. The selection committee appointed by the Senate of Academic Staff for the
16 Outstanding Service Award will serve as the selection committee for the Academic Staff Regents
17 Awards for Excellence.
- 18 (2) Nominations. In November of each year, nominations for the Academic Staff Regents Awards for
19 Excellence will be solicited.
- 20 (3) Procedure.
- 21 (a) A listing of individuals who are eligible to receive the award will be provided to the committee
22 by the Provost and Vice Chancellor's Office.
- 23 (b) The committee will send out a call for nominations by the first week of November.
- 24 (c) Nominations of eligible individuals will be received by the Committee by December 6 and
25 nominees will be notified of their nomination by December 13.
- 26 (d) The committee will ask for documentation from each nominee to be received by January 15.
- 27 (e) The committee will draw up a list of no more than four and no fewer than two individuals they
28 recommend for receipt of the award. This list should not be ranked.
- 29 (f) The committee's list and statements of recommendation will be forwarded by January 27 to
30 the Chancellor, who will select the UW Oshkosh nominee. If the Chancellor needs additional
31 information, clarification, or advice, he/she will request a meeting with the committee.
- 32 (g) The Chancellor will submit a complete set of nomination materials for the UW Oshkosh nomi-
33 nee to UW System by sometime in early February. (See UW System guidelines for the exact
34 date.)

35 **ACS 13.5. Recognition of Employees for Length of Service.**

36 UW Oshkosh recognizes employees for their length of service. Each spring, usually in April, em-
37 ployees are recognized for their years of service beginning with five years and continuing with subse-
38 quent five-year increments.

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