December 1, 2014

TO: College of Engineering Faculty

FROM: Ian M. Robertson, Dean

RE: Classified Staff Distinguished Achievement Award

Members of the classified staff are crucial in fulfilling the mission of the College of Engineering. They perform financial duties, manage budgets, design office procedures and record-keeping strategies, help run laboratories, and many other functions.

In recognition of their importance to its mission, the College of Engineering established the Classified Staff Distinguished Achievement Award. One member of the classified staff will be honored with this award each year. The award includes a privately-funded stipend, a personal plaque, and recognition on a plaque mounted in Engineering Hall.

The award will be presented at the annual Faculty and Staff Appreciation Day

ELIGIBILITY

Classified staff with at least a half-time, permanent appointment in the College of Engineering and a minimum of three years of service to the college are eligible. Nominees may be from any department, center, program, or other unit within the college. All job functions within the classified staff are eligible. Individuals may receive this award only once during their employment with the college.

CRITERIA TO BE USED IN JUDGING THE AWARDS

Effective Personal Skills: Works positively and effectively with others. Consistently demonstrates flexibility, consideration and helpfulness in working with colleagues, both inside and outside the university. Works as an effective team member in managing changes in work priorities, procedures, and organization.

Creativity and Proactive Problem Solving: Consistently strives for innovation in performance of the job. Constantly asks and helps answer the question, "How can we do this better?" Thinks proactively, working to prevent problems before they occur. Uses creative skills to improve his/her own productivity and that of the office. Constantly strives for the highest quality in performance of the job.
Contributions to Unit Mission: The individual’s performance has made significant contributions to his or her unit's mission. He or she is known within the unit (and perhaps outside the unit, as well) for being a significant asset to the unit's function.

NOMINATION PROCEDURE

Nomination materials should include the following:

- A letter of nomination, not to exceed two pages, describing how the person meets the above criteria.
- Two additional letters in support of the nomination.

Nomination materials must be submitted electronically by 4:00 p.m. on Friday, February 13, 2015, to Peggy Conklin, pconklin@engr.wisc.edu.

All nominations remain active for two years upon submission--any unsuccessful nominations will automatically be included with the group being judged for the following year.

Please note: The dean and members of the award committee may not nominate individuals for this award, but may write letters of support. Individuals may self-nominate. If a member of the committee is nominated for this award, they must either step down from the committee or decline the nomination.

REVIEW AND SELECTION

As in the past, selection committee membership will consist of three classified staff, one academic staff, one faculty, and will be chaired by Associate Dean Jake Blanchard.

PAST RECIPIENTS

- 2014 Dennis Manthey
- 2013 Lori Burrow
- 2012 Lynn Neis
- 2011 Renee Starks
- 2010 Paula King
- 2009 John Cannon
- 2008 Diane Lange
- 2007 Roxanne Beisel
- 2006 Debra Schiess
- 2005 Diane Peterson
- 2004 Jean Hoover