

December 9, 2005

MEMORANDUM

TO: College of Engineering Faculty and Staff

FROM: Paul S. Peercy, 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 accounting, manage budgets, design office procedures and record-keeping strategies, help run laboratories, and many other functions in between.

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

The award will be presented at a special celebration scheduled for Tuesday, May 2, 2006. The recipient will also be recognized at the annual Engineers' Day Banquet on October 13, 2006.

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 by Friday, February 10, 2006, to Diane Randall, 2610 Engineering Hall. Please submit an original and eight copies of the nomination materials.

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 awards 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:

The dean will appoint a committee each year to review the nominations. The dean will make the final selection of the recipient based on the committee's recommendation.

The 2006 Classified Staff Achievement Award Committee members are:

Alan Bondioli, WI Center for Microelectronics
Lori Burrow, Electrical and Computer Engineering
Pat Farrell, Engineering Administration and Mechanical Engineering
Jean Hoover, Electrical and Computer Engineering
Phil O'Leary, Engineering Professional Development
Roger Packard, Chemical and Biological Engineering
Diane Peterson, Chemical and Biological Engineering
Debbie Schiess, Engineering Administration

PAST RECIPIENTS

2005 Diane Peterson
2004 Jean Hoover