

Applicant's Name: _____

INSTRUCTIONS: Circle 1 – 4 for each category that best fits the nomination packet for this applicant. Total points at the bottom of the page.

ACADEMIC STAFF EXCELLENCE AWARD

	Limited (1)	Successful (2)	Exceeds Expectations (3)	Outstanding (4)
Years of UWSP Employment	1-5 years of employment	6-10 years of employment	11-15 years of employment	16+ years of employment
Excellence in Performance <ul style="list-style-type: none"> • <i>Taking on projects outside of job duties</i> • <i>Participation in University activities such as shared governance, pilot programs, etc.</i> • <i>Generating new and innovative ideas in the workplace</i> • <i>Participation in outside activities that benefit the job or the University such as professional organizations, non-profit organizations, etc.</i> 	<p>Nomination packet provided limited information and/or description of nominee's performance.</p> <p>Examples provided were vague and immeasurable.</p> <p>Letters of support did not corroborate.</p>	<p>Nomination packet provided specific examples of nominee's performance, however, the examples provided did not fulfill all of the criteria.</p>	<p>Nomination packet provided specific and measurable examples of nominee's performance that <u>exceeded</u> the criteria and documented that this occurred on a <u>frequent</u> basis.</p>	<p>Nomination packet provided examples of nominee's excellence that <u>far exceeded</u> the criteria and documented that this occurred on a <u>consistent</u> basis.</p>
Personal Interaction/ Role Model	Based on all information provided, employee is a <u>good role model/example</u> for others to follow with regards to their interactions with others.	Based on all information provided, employee is a <u>strong role model/example</u> for others to follow with regards to their interactions with others.	Based on all information provided, employee is a <u>great role model/example</u> for others to follow with regards to their interactions with others.	Based on all information provided, employee is <u>clearly a superior and unique role model/example</u> of excellence for others to follow.
Initiative & Creativity	Nomination packet indicated that employee completes required work.	Nomination packet indicated that employee completed required work and <u>identifies</u> opportunities to expand knowledge, skills, and abilities of self.	Nomination packet indicated that employee completed required work, <u>identifies and pursues</u> opportunities to expand knowledge, skills, and abilities of self	Nomination packet indicated that employee completes required work, <u>creatively generates and pursues new or unique opportunities</u> to expand knowledge, skills, and abilities of self <u>and others</u>
Outstanding Achievement/ Above & Beyond	Nomination packet provided <u>one example</u> that may demonstrate strong job performance but <u>does not clearly demonstrate/describe performance</u> that is above and beyond.	Nomination packet provided <u>one example</u> of where employee went above and beyond scope/requirements of job and/or demonstrated job achievement.	Nomination packet provided <u>two examples that are specific and detailed</u> about where employee went above and beyond scope/requirements of job and/or demonstrated excellence in job achievement.	Nomination packet provided <u>multiple examples of specific details that clearly support employee's contributions/actions that are above and beyond</u> what is normally expected and the employee clearly stands out among peers.

TOTAL POINTS = _____

INSTRUCTIONS: Circle 1 – 4 for each category that best fits the nomination packet for this applicant. Total points at the end of the rubric.

ACADEMIC STAFF SPIRIT OF COMMUNITY SERVICE AWARD

	Limited (1)	Successful (2)	Exceeds Expectations (3)	Outstanding (4)
Years of UWSP Employment	1-5 years of employment	6-10 years of employment	11-15 years of employment	16+ years of employment
Collaboration <ul style="list-style-type: none"> Exhibiting an extraordinary ability to foster collaboration, communication, and cooperation among colleagues, and university constituents. 	<p>Nomination packet provided limited information and/or description of nominee's performance.</p> <p>Examples provided were vague and immeasurable.</p> <p>Letters of support did not corroborate.</p>	<p>Nomination packet provided specific examples of nominee's performance, however, the examples provided did not fulfill all of the definition.</p>	<p>Nomination packet provided specific and measurable examples of nominee's performance that exceeded the criteria and documented that this occurred on a frequent basis.</p>	<p>Nomination packet provided examples of nominee's excellence within the past year that far exceeded the criteria and documented that this occurred on a consistent basis.</p>
Respect <ul style="list-style-type: none"> Clearly demonstrating respect for and earning the respect of colleagues, students, administration and university constituents. 	<p>Nomination packet provided limited information and/or description of nominee's respect.</p> <p>Examples provided were vague and immeasurable.</p> <p>Letters of support did not corroborate.</p>	<p>Nomination packet provided specific examples of nominee's respect, however, the examples provided did not fulfill all of the definition.</p>	<p>Nomination packet provided specific and measurable examples of nominee's respect that exceeded the criteria and documented that this occurred on a frequent basis.</p>	<p>Nomination packet provided examples of nominee's respect within the past year that far exceeded the criteria and documented that this occurred on a consistent basis.</p>
Contributions are On-Campus or Off-Campus	Contribution is on campus only	Contribution is off campus only	Contributions are both on and off campus	Multiple contributions are noted across on and off campus
Personal Impact on UWSP Community	Nomination packet did not provide specific details of how employee had positive impact on co-workers, building or work area and/or students; OR examples provided are not outside of normal expectations of good performance.	Nomination packet provided one detail of how employee had positive impact on co-workers, building or work area and/or students.	Nomination provided several details of how employee had positive impact on co-workers, building or work area and/or students.	Nomination packet provided multiple details that were specific and clearly support employee's positive personal impact on co-workers, building or work area and/or students.
Personal Impact Outside of UWSP Community	Nomination packet did not provide specific details of how employee had broad impact outside the UWSP community; OR Examples provided are not outside of normal expectations of good performance.	Nomination packet provided one detail that demonstrated/described employee's positive impact outside the UWSP community.	Nomination provided several details that demonstrated/described employee's positive impact outside the UWSP community.	Nomination packet provided multiple details that were specific and clearly support employee's positive impact outside the UWSP community.
Activities or Accomplishments that Brought Distinction to the Employee and/or UWSP	Nomination packet did not provide specific details of unique activities or specific accomplishments for which employee was recognized.	Nomination packet provided one detail that described an activity or accomplishments that brought distinction or recognition to employee and/or UWSP.	Nomination packet provided several details that described and demonstrate activities or accomplishments that brought distinction or recognition to employee/UWSP.	Nomination packet provided multiple details that clearly demonstrate unique activities and specific accomplishments that brought distinction or recognition to employee and UWSP.

INSTRUCTIONS: Check the location and type of community service noted in the nomination packet for this applicant.

Type and Location of Community Service	On-Campus	Off-Campus	Numbers Impacted (if known)	NOTES
Social wellness activities/events for others	YES / NO	YES / NO		
Mental wellness activities/events for others	YES / NO	YES / NO		
Physical wellness activities/events for others	YES / NO	YES / NO		
Emotional wellness activities/events for others	YES / NO	YES / NO		
Intellectual wellness activities/events for others	YES / NO	YES / NO		
Vocational wellness activities/events for others	YES / NO	YES / NO		
Spiritual/Philosophical wellness activities/events for others	YES / NO	YES / NO		
Environmental wellness activities/events for others	YES / NO	YES / NO		

TOTAL POINTS = _____