

UADA Policy 480.5 Division of Agriculture Outstanding Support Personnel Award

A. Award Objective

Non-faculty personnel are vital to the success of the research and Extension missions of the Division of Agriculture. Individuals who have made outstanding contributions to the Division of Agriculture will be honored with a Division of Agriculture Outstanding Support Personnel Award developed for this purpose. Contributions can include any non-faculty position that supports the mission of the Division.

B. Eligibility

- A non-faculty, full-time employee of the Division of Agriculture who falls in one of the job categories defined below is eligible for the award. The employee shall be in good standing, work at least half-time, and have a minimum of five total years of service with the Division of Agriculture.

Up to two employees may be honored annually in each category:

- Program Areas – This category would be selected from exempt positions whose primary job responsibilities deal with the programmatic areas.
- Support Function – This category would be selected from exempt positions whose primary job responsibilities deal with supporting the organization in terms of working in the areas of finance, information technology, human resources, communications, grants, etc.
- Support Staff – This category would be selected from non-exempt support staff employees whose primary job responsibilities include administrative support.

C. Nomination Process

- Nomination: A non-faculty employee of the Division can be nominated by any employee or administrative unit within the Division of Agriculture.
- Length of Nomination: The nomination has a maximum of five pages (single spaced) for Items D2-D3, plus appended materials (letters or supporting documents). Nominations exceeding five pages will not have materials more than the first five pages considered.
- The deadline for nomination materials to be submitted will be announced each fall by the appropriate Senior Associate Vice President.
- Resubmissions with an updated nomination form are acceptable for a period of three years (the initial submission plus two subsequent years).

D. Nomination Packet and Selection Criteria

The following items will be used as criteria for evaluation and selection of the recipient(s) and should be included in the nomination packet:

1. **Awards Nomination Form**
2. **Biographical sketch** of the nominee detailing the individual's employment history in the Division
3. **A description of nominee's contributions** to their administrative unit and the programmatic mission of the Division, why these contributions demonstrate excellence, and evidence of personal growth and self-improvement in their assigned role.
4. **Letters of Support** – no more than three
 - A letter of support from the individual's immediate supervisor is required.
 - One or two additional letters of support from co-workers familiar with the nominee's work will be accepted.

The letters of support should address and evaluate the individual's contributions to their assigned administrative unit, contributions to the programmatic mission of the Division, why these contributions demonstrate excellence, and provide evidence of personal growth and self-improvement in their assigned role.

E. Nomination Packet Checklist

1. Completed nomination form
2. Biographical sketch
3. Description of nominee contributions
4. One letter from the immediate supervisor in support of the nominee and up to two letters from co-workers with knowledge of nominee's work; no more than three letters in support of the nomination can be submitted
5. Items D2-D3 are limited to a combined total of five, single-spaced pages
6. Submit all documents as a single PDF file