UNI College of Education Staff Excellence Award

The inaugural College of Education Staff Excellence Award recognizes a UNI staff member in the College of Education. The recipient of this award will have demonstrated consistent outstanding contributions in support of those served by the College of Education, including faculty, staff, students, administrators, and the broader community.

ELIGIBILITY

- College of Education staff (full-time or part-time) who have worked at UNI in the College of Education in a continuous appointment for two or more years is eligible for nomination.
- Nominees must not be faculty members.
- Nominees must be in good standing with their respective department(s) and the University.
- Individuals may only receive this award once in a five-year period.

NOMINATION PROCESS

Nominations may originate from the Dean or other college administrators, department heads, program directors, department committees, individual faculty, staff, or students. Self-nominations will not be accepted. Nominations and letters of support should clearly identify and document how the nominee meets each of the criteria listed below in “selection criteria.”

REQUIRED MATERIALS

To be considered for this award, one nomination form needs to be submitted, along with at least one or more supporting letters.

Letters of support can add to the nomination letter by providing additional examples of how the nominee consistently contributes to the College of Education and University through their work.

SELECTION PROCESS

The UNI College of Education Staff Excellence Awards Committee will review nomination materials and select the award recipient based on the posted rubric. Nominations are due by April 24. Award recipients will be presented at the Annual College of Education Fall Kick-off meeting.
SELECTION CRITERIA

1. **Outstanding Support**: Consistently goes above and beyond in providing outstanding service to students, alumni, faculty, staff, administrators, and others served by the college.

2. **Initiative**: Initiates efforts to improve processes and operations within his or her areas of responsibility.

3. **Staff Engagement**: Engages in campus activities such as committees and/or initiatives, workgroups, advising/mentoring of staff or student organizations above and beyond their campus role.

4. **Collaboration**: Employee demonstrates the ability to collaborate and works well with other staff and faculty on campus.

[View the selection rubric.]

Questions may be directed to Kristin Soppe, Chair of Staff Excellence Awards Committee, at Kristin.Soppe@uni.edu (3-2654).