

## **College of Letters and Science Academic Staff Awards Call for Nominations 2010**

The Dean of the College of Letters and Science (L&S) will annually provide five awards recognizing the contributions of L&S academic staff members in three categories: Early Career, Mid-Career, and the Distinguished Service Award. There will be at least one award in each of the three categories as well as two additional awards to be made in the Early Career or Mid-Career categories. Nominations will be accepted from any member of the University Community.

Individuals may be nominated for only one L&S award each calendar year. Individuals may be renominated for awards if they did not win an award from a previous nomination. Previous award winners are not eligible for re-nomination in the same category in which they won an award. Emeritus faculty are not considered academic staff for the purpose of these awards.

### **Early Career Award (one to three awards annually with a stipend of \$2,000)**

- 3 to 8 years as a member of L&S academic staff and generally considered to be “early” in their career.

The recipient of the Early Career Award will have a record which:

- demonstrates outstanding performance in one’s position
- shows substantial promise of future contributions
- demonstrates a high degree of professionalism.

### **Mid-Career Achievement Award (one to three awards annually with stipends of \$3,000 each)**

- 8 or more years as a member of L&S academic staff

The recipient of a Mid-Career Achievement Award will have a record which:

- demonstrates outstanding performance in one's position
- demonstrates leadership and service beyond one's position
- shows substantial professional competency and the promise of continuing contributions.

### **Judith S. Craig Distinguished Service Award (one award annually with a stipend of \$5,000)**

- 15 or more years as a member of L&S academic staff

The recipient of the Judith S. Craig Distinguished Service Award will have a record which demonstrates outstanding service to the college and university throughout one's career. Nominees may be current UW employees or past UW employees who were employed as of June 15th of the year prior to the nomination receipt date.

### **Nomination Packets**

The following items must be provided to the Dean of the College of Letters and Science as a complete packet by **February 12, 2010**. Original and 6 photocopies are required beginning with the attached Cover Page.

- A letter of nomination from any member of the university community. This letter must include the name of the individual being nominated, the award being sought, the number of years the nominee has been a member of the academic staff in L&S, the nominator’s professional relationship with the nominee, and the basis for the nomination. (maximum of 2 pages)
- At least two, but no more than four letters of support (maximum of 2 pages each). These letters should make clear to a leader from outside the nominee's work unit why the nominee is outstanding. The letters should come from persons familiar with the nominee's contributions, and should provide specific examples of how s/he has met the criteria specific to the award being proposed. Neither the Dean nor any member of the Review Committee may nominate or write letters of support.
- A CV/Resume for the nominee (6 pages max) containing highlights of the nominee's career.
- Material submitted that is in addition to the requested items may not be considered.

Note: At least one of the required letters must be from a person within the nominee's work unit.

Please direct any questions regarding the program or the nomination process to a Co-Chair of the L&S Professional Development and Recognition Committee, Peggy Rosin (mmrosin@wisc.edu) or Andrew Irving ([atirving@wisc.edu](mailto:atirving@wisc.edu)).

**College of Letters and Science**  
**Academic Staff Award Nomination Cover Page**  
(Please include this as the first page of nomination packet)

**Type of Award (check one):**

- \_\_\_\_\_ Early Career Award
- \_\_\_\_\_ Mid-Career Achievement Award
- \_\_\_\_\_ Judith S. Craig Distinguished Service Award

**Nominee Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Work Unit \_\_\_\_\_

**Required Contents of Nomination Packet**

- Letter of Nomination
- Letters of Support
- CV/Resume

**Submit Original and Six Copies**  
to Dean Gary Sandefur, Room 105 South Hall  
by no later than 4:30 PM on February 12, 2010.