Division of Student Life

Divisional Awards Guidelines

Overview
Each year nominations are sought for awards distributed at the Division of Student Life (DoSL) End of Year Celebration. The groups that have input on this process are as follows:

Central Leadership Team (in consultation with Divisional Leadership Team)
• Annually reviews and approves award criteria

Planning Committee
• Comprised of members of the division’s central administration support staff and chaired by an Associate Dean
• Provides for overall coordination of the event
• Organizes and communicates the award nomination process
  o Sets deadlines
  o Creates on-line submission form
  o Calculates years of service awards
  o Purchases awards

Selection Committee
• Comprised of individual award recipients from the past year
• Reviews nomination and selects current year award recipients
• Chairperson (previous year’s Paul Ginsberg award recipient)
  o Runs the meetings and voting process
  o Communicates the results to the Planning Committee.

Awards
DoSL offers the following awards:

The Paul Ginsberg Award for Outstanding Contributions to Our Campus
Paul Ginsberg became the Dean of Students in 1971. During his fifteen years as Dean, Ginsberg took an active and personal role in assisting students with the complexities of university life. He was willing to counsel troubled students at any time, day or night. He often bridged the gap between students and the administration. Paul believes the recipient must possess "a belief in who you are...for all else you do reflects that belief."
Nominees must:

• Have worked at the University of Wisconsin-Madison as classified staff, academic staff, or faculty for a minimum of seven years.
• Have demonstrated an exemplary performance over the term of their divisional career and an extraordinary passion for student development
• Have demonstrated a realization that "how" they do their work is often more important than "what" they do
• Have demonstrated a commitment to help personalize and humanize an often complex and overwhelming University
• Directly or indirectly made a significant impact on individual students or a community of students

Outstanding Commitment to the Wisconsin Experience

The Wisconsin Experience comprises the following Inquiry-Based, High-Impact Practices:

• Substantial research experiences that generate knowledge and analytical skills
• Global and cultural competences and engagement
• Leadership and activism opportunities
• Application of knowledge in the “real world”

The nature of these opportunities and how we offer them make UW–Madison unique in higher education. The resulting Wisconsin Experience is characterized by close integration of in-class and out-of-class learning experiences; by active, creative and entrepreneurial engagement in real-world problems; and by offering students leadership in their learning.

Nominees must:

• Have worked at the University of Wisconsin-Madison as classified staff, academic staff, or faculty.
• Have exhibited leadership or performance which greatly contributed to students’ experience in one or more of the four components of the Wisconsin Experience
• Have worked in cooperation with other units to develop programs and services that promote the Wisconsin Experience
• Practice a commitment to student development through the components of the Wisconsin Experience

Outstanding New Staff Achievement

Nominees must:

• Have worked in the DoSL as classified or academic staff for less than two years.
• Excel in providing programs and services within their own department, the division and/or the university
• Have demonstrated commitment to the mission and goals of their department, the division, and university
• Be recognized and respected by their colleagues for having made significant impact on their department, division, and/or university

Outstanding Achievement
Nominees must:
• Have worked in the DoSL as classified or academic staff for more than two years.
• Excel in providing programs and services within their own department, the division and/or the university
• Have demonstrated commitment to the mission and goals of their department, the division, and university
• Be recognized and respected by their colleagues for having made significant impact on their department, division, and/or university
• Have been employed in DoSL more than two years

Above and Beyond (two awards)
Nominees must:
• Have worked in the DoSL as classified or academic staff.
• In the current academic year, have gone above and beyond in accepting and performing well in a significant task, activity, or responsibility not included in his/her job description

Outstanding Professional Involvement
Nominees must:
• Have worked at University of Wisconsin-Madison as classified staff, academic staff or faculty.
• Have made specific and significant contributions to the advancement of the student affairs field or a connected sub-field
• Be a active member of at least one student affairs or related professional organization (national, regional, statewide, local)
• Served at least one student affairs organization in some capacity: committee member, volunteer, leadership position, program presenter, etc
• Have demonstrated a commitment to professional development for themselves and others

Outstanding Student Achievement (up to three may be awarded)
Nominees must:
• Be enrolled in a UW-Madison undergraduate, graduate, or professional degree awarding program
• Have a relationship with one or more DoSL departments as an employee and/or student leader.
- Excel in participation of programs and services within a DoSL department, the division, and/or the university
- Have demonstrated commitment to the mission and goals of their department, the division, and the university
- Is recognized for having a significant impact on the lives of students and is respected by their peers

**Partnership Awards**
- Each DoSL department may select one individual, unit, or community organization that has significantly aided in the advancement of their mission, programs and services

**Years of Service Awards**
In appreciation of their continued service to our division, the Division of Student Life recognizes its employees in five year increments including 5, 10, 15, 20 & 25 years of service. Staff members are recognized in the fiscal year (July 1-June 30) that milestone is achieved. A small gift of appreciation purchased from the division’s central budget accompanies the recognition.

Examples of awards appropriate for each category are:
1. 5 years of service: Travel Mug (Division of Student Life) – found in room 90 Bascom
2. 10 years of service: Unframed matted terrace photo – found at University Bookstore - $15
3. 15 years: Business Card Holder – found at University Bookstore - $20
4. 20 years: UW Wall Clock – found at University Bookstore - $20
5. 25 years: Framed Poster (“Door of UW-Madison”) - $30 (May have to purchase frame at Michael’s)
6. 30 years: TBD
**Nomination Process**

- **Recommended Timeline**
  - April 1: Nomination materials are sent out the division
  - April 23: Nominations are due
  - May 1: Selection Committee submits individual award winners and departments submit partner awards winners
  - May 23: End of Year Celebration event

- **Guidelines**
  - An on-line submission form is used
  - Nominators are expected to address each of an award’s criteria
  - Nomination have a 800 word maximum
  - A nomination may be signed by several people. Individual letters of support are not necessary.
  - Staff members can be nominated for multiple awards
  - A staff member may receive an award multiple times with the exception of the Paul Ginsberg award
  - A list of previous winner is typically provided with the nomination information
  - Nominators are informed that their submission may be shared with the nominee

**Selection Process**

- The Selection Committee will meet to discuss nominees and vote on a winner from each category. All decisions are made by a simple majority of the committee members present.

- In the event of equally qualified nominees the committee should consider:
  - How awards are distributed among departments
  - If a nominee has received that award in the past
  - Giving deference to nominees with nominators outside the person’s department or division

- The committee has the discretion to not present an award if a majority feels there is not a qualified nominee.

- Committee members will not participate in the vote for an award in which they have either nominated someone or been nominated themselves

- The results of the committee’s decision should be communicated to the Planning Committee no less than three weeks prior to the End of Year Celebration to assure that awards can be ordered for the event

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Policies and Procedures 8.04