Chancellor’s Academic Staff Awards for Excellence Application Guidelines

Purpose
This award is in recognition of and investment in academic staff individuals who have demonstrated outstanding ability and performance and show potential for future professional contributions to UW-Stout. Two $2,500 awards will be given annually as determined by the criteria set forth, with final approval by the Chancellor.

Eligibility
All academic staff with more than three years of full-time experience or six years of consecutive part-time (50% or more) experience at UW-Stout are eligible.

Use of Funds
Funding period is for one year, July 1 – June 30. Funds must be expended in alignment with UW-Stout policies. The recipients of this award are to be engaged in professional activities which contribute to UW-Stout’s mission, with funds used for professional development related costs, including travel, support, and supplies. Carryover will be considered by exception. Carryover requests must be submitted by May 1st. The link to the form is: http://www.uwstout.edu/admin/asls/intranet/upload/Justification_for_Carryover_of_GPO_Funds.pdf

Application
An individual may self-nominate or be nominated. To be included, in order, in the electronic application: merge all documents into one pdf:
1. Memo limited to two pages which describes the applicant’s ongoing contributions to UW-Stout and profession;
2. Plan for how the $2,500 will be used, (i.e.) what professional development will take place as a result of the award;
3. One letter of recommendation from a supervisor or colleague;

Selection Criteria
• The applicant has demonstrated outstanding ability and performance.
• The applicant shows potential for future professional contributions to UW-Stout.
• Evidence of excellence is demonstrated.
• The overall quality of the application will be considered.

Timeline If the dates below fall on a weekend, the due date is the following Monday.
• November 8th: Senate of Academic Staff announces application information.
• March 8th: Nominations due in electronic format to the Senate of Academic Staff Office (borofkal@uwstout.edu). Senate Office forwards all applications to the Chair of the Senate of Academic Staff Professional Development Committee
• March 27th: The Senate of Academic Staff Professional Development Committee reviews and selects nominations to move forward. The Chair of the Professional Development Committee sends all nominations in electronic format to Senate of Academic Staff Executive Committee.
• April 5th: The Senate of Academic Staff Executive Committee reviews and selects three finalists to be forwarded to the Chancellor.
• April 6th: Chair of Senate of Academic Staff forwards the three finalists to the Chancellor
• April 25th: Chancellor makes final selection and notifies applicants of the outcome
• May 9th: Chancellor announces the award to the campus community
• Award Period: July 1 – June 30

**Report**
A written report is required within thirty days after the end of the award year. This report will be submitted to the Chancellor, to the Chair of the Senate of Academic Staff, and to Research Services (rssubmissions@uwstout.edu). The report will include an account of how the money was used and how the award has benefited the recipient professionally in his/her role at UW-Stout.

**For questions, please call the Senate of Academic Staff Office at 232-1789.**