

A&S Staff Awards Categories

Innovation Award

This award is given to a staff member who has generated novel and valuable ideas and used these ideas to develop new or improved processes, methods, systems, programs or services. The award recognizes creative ideas that have improved the college and have made U of L a better place to work.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- Worked to improve any area of the college's operations.
- Identified creative solutions, large or small in scope, that have made a significant and positive difference.
- Suggested new ways to improve the quality of services or programming.
- Identified novel approaches for completing work more effectively or efficiently.
- Identified new ideas, solutions, or directions.
- Worked to develop new approaches when problem solving; sought ideas or suggestions from others as appropriate.
- Planned effectively for the successful implementation and long-term success of new services, systems or programming

Rising Star Award

This award is given to an outstanding staff member who has worked at least one year but no more than three years in their current office/department in the College of Arts and Sciences (from initial date of hire).

Criteria

Nominees for this award should have demonstrated a combination of the following:

- Demonstrates excellence in overall job performance.
- Provides outstanding service to their specific department or division.
- Makes significant contributions to department or division in presentations, committee work, or projects.
- Shows willingness to assist beyond normal expectations.
- Demonstrates dedication to the college.
- Shows initiative and/or creativity in his or her work.
- Promotes an atmosphere of collaboration and cooperation.

Outstanding Service to the University and the Louisville Community

This award is given to a staff member who has demonstrated concern and commitment to fulfill needs and ensure satisfaction when providing services to members of the university community. It will also recognize staff that is known for being active volunteers in the Louisville area community. University community members can be defined as the university's many constituents, including co-workers, peers, and managers, as well as students, parents, faculty, alumni and community members.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- Identification of and appropriate reaction to the needs and expectations of members of the university community to ensure satisfactory service; performing appropriate follow-up as needed.
- Familiarity with university policies and procedures and their impact on the university community, coupled with commitment and ability to educate the community about these policies.
- Involvement of constituents (as applicable) in the decision-making or problem-solving process as early as possible.
- Looked for creative approaches to provide or improve services that may increase efficiency and decrease cost.
- Sought ways to continuously improve satisfaction and remove barriers when providing services to members of the university community.

Outstanding Performance

This award is given to a staff member who has exhibited commitment, sustained a high-level of productivity and consistent quality of work; demonstrated a high degree of initiative in the performance of functions; displayed exceptional dependability; maintained effective relationships with others and demonstrated leadership qualities

Criteria

Nominees for this award should have demonstrated a combination of the following:

- Initiative
- Responsibility
- Leadership
- Resourcefulness
- Outstanding skills and service within or outside the department

Margie G. Folden "STAR" Award (Service, Teamwork, Attitude, Reliability)

In honor of Margie G. Folden, who worked in the College of Arts and Sciences for 15 years. This award is given to the staff member who has consistently excelled in his or her position; has made outstanding contributions in the area of service and dedication to the college; has promoted teamwork and collaboration across the college and departments; has worked quietly behind the scenes to improve his or her division or department; and who has consistently done so with a positive attitude.

Criteria

When nominating individuals for this award, please cite examples of exceptional performance from all four of the following categories:

- **Service:** The nominee provides outstanding customer service, whether to students, faculty, parents, co-workers or community members
- **Teamwork:** The nominee develops and encourages cooperation and collaboration, while displaying outstanding group effort. The nominee also consistently offers support, assistance and encouragement to co-workers, often without being asked to do so.
- **Attitude:** The nominee consistently demonstrates patience, good humor and enthusiasm while on the job. The nominee also demonstrates excellence in resolving conflicts and/or facing challenges.
- **Reliability:** The nominee provides prompt, efficient and reliable service. The nominee is both dependable and trustworthy, and instills in his or her co-workers a sense of responsibility and dedication to the college.

“Pat on the Back” Award

This award is to recognize a staff member for good deeds, assistance with challenging situations in the office, university, community, etc.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- Unique acts of courage and caring.
- Accomplishing extraordinary feats or significantly exceeding expectations.

GEM Award - “Going the Extra Mile”

This award is to recognize a staff member who has gone “above and beyond the call of duty” in a particular situation.

Criteria

Nominees for this award should have demonstrated a combination of the following:

- Sacrificed time and energy for the good of their division or department in a specific area or event.
- Readily available to take on additional assignments that are at times not a part of their job responsibilities.