The Office of the President is accepting nominations for the 2020 Outstanding Performance Awards and the 2020 Supervisor of the Year Award through **Friday, April 10, 2020.**

The Outstanding Performance Awards recognize classified and professional/administrative staff for their outstanding performance and commitment to service.

The Supervisor of the Year Award recognizes staff and faculty supervisors who provide leadership in creating work environments that facilitate work/life balance, professional development and performance management.

### Outstanding Performance Awards

**Selection Criteria**

Recipients should have:

- Exhibited commitment to serve students, the general public and university colleagues
- 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
- Demonstrated leadership qualities
- Enhanced the university's image through professional publications and public service

Nominees need not meet all seven criteria for the award, but the nomination must recognize the employee's service orientation.

**Nomination Guidelines**

- Any permanent classified or professional/administrative staff member employed at the University of Louisville on or before July 1, 2017, with a minimum of one year in his or her current job, is eligible for nomination.
- This award includes four position categories: professional/administrative, office support professionals, technical/paraprofessional and skilled craft/service workers.
- Nominations can come from any member of the campus community: co-workers, supervisors, faculty, staff, students, etc.
- Nominators should describe the employee's job duties and should provide specific information about productivity, quality of work and outstanding performance. Nominations must not include annual performance appraisals.
- Only nomination forms will be forwarded to the University-wide Selection Committee (no additional letters of support will be forwarded).
- Individuals who are meritorious will qualify for consideration, but being meritorious does not automatically qualify an individual for this award.
Supervisor of the Year Award

Selection Criteria

Recipient should:

- Maintain a work environment which demonstrates and supports work/life balance, professional development and performance management
- Demonstrate equitable and respectful treatment of all staff
- Motivate peers and employees
- Demonstrate other leadership qualities

Eligibility

Nominees must be:

- Employed at UofL as regular status, full-time staff or faculty members
- Nominated by an employee who they currently supervise or supervised in the past

Selection by University-wide Selection Committee

Representatives from each unit will form the University-wide Selection Committee. The committee will select up to twenty-five percent of the eligible nominees in each of the following OPA categories:

- Professional/Administrative
- Office Support Professionals
- Technical/Paraprofessional
- Skilled Craft/Service Workers

One supervisor of the year will be selected.

All nominations must be submitted with the attached form by **Friday, April 10, 2020.**