



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 SCREENING COMMITTEE

Representatives from each unit will form the university-wide screening committee. The committee will make the award selections. Up to twenty-five percent of the eligible nominees in each of the four OPA categories (professional/administrative, clerical/secretarial, technical/paraprofessional and skilled craft/service workers) will receive the award. One supervisor of the year will be selected.

All nominations must be submitted with the attached form by **March 4, 2016**. For more information about the awards contact: Sandy Garcia at 852-5543.

Nomination Form for Supervisor of the Year Awards

The nomination deadline is March 4, 2016. Only this form will be forwarded to the selection committee (no additional letters of support will be forwarded).

Nomination Information

Nominee:

Nominee's position:

Nominee's department:

Nominee's direct supervisor:

Nominator:

Nominator's position:

Nominator's department:

Nominator's relationship to nominee:

Nomination

Nominees must be:

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

Briefly describe the job duties of the employee being nominated and state why you feel they should be considered for the supervisor of the year award

Support your nomination by responding to each of the following sections (provide examples, as applicable).

Maintains a work environment which demonstrates and supports work/life balance, professional development and performance management

Demonstrates equitable and respectful treatment of all staff

Motivates peers and employees

Demonstrates other leadership qualities

Provide concluding comments or additional information here

Send nomination materials to:

UofL Outstanding Performance Awards
Office of the President, 103A Grawemeyer Hall
Attention: Sandy Garcia

You also may e-mail or fax to: sggarc01@louisville.edu Fax: 852-7226

Please Note: The committee will seek supporting information from each nominee's manager or unit head.