

# Outstanding AES Staff Award

**\*\*Fall 2022 Nominations are due September 19th, 2022\*\***

## What is the Award?

The Outstanding AES Staff Award was created to recognize and honor exceptional dedication and outstanding contributions by staff members in the Arizona Experiment Stations (AES). AES Staff are significant contributors to the overall mission, delivery, and success of AES units under CALS within the division. Recipients of the Outstanding AES Staff Awards represent individuals who, through their actions, go above and beyond their role. Awards in the amount of \$500 each will be given semi-annually. Individual plaques will be presented to the recipients at the semi-annual awards ceremony.

## Who can be Nominated?

Any non-probationary AES University Staff or Classified Staff member (collectively referred to as Staff), irrespective of length of service to the division who has not received the award in the past fiscal year, can be nominated. Preference is given to staff members who have not received the award before.

## Who can Nominate?

Nomination of candidates for the AES Outstanding Staff Award may be made by any administrative head, faculty, staff, or AES External Clients in the AES research stations.

It is incumbent on the nominator to do a particularly compelling and thorough job of documenting the nominees attributes. **Include at least two but no more than three letters of support not to exceed one page per letter.**

Information to be Provided in the Nominating Packet:

1. Name of nominee
2. Internal signed narrative statements of the individual's exceptional contributions in any or all of the following areas: (2-4 categories acceptable) achievement on the job (ability in performing duties that is above and beyond position expectations)
  - Assistance to students, faculty or visitors to AES.
  - Contribution towards the effectiveness and efficiency of AES operations
  - Efforts in staff development or diversity and inclusion
  - Participation in University-related activities, committees, and related community events.
3. Non-university affiliates may provide letters of support in addition to the minimum of two letters of support.

## **Selection Procedure**

AES Directors and Business Administrators will select the award recipient based on the nomination materials submitted to them, AES Leadership will at its sole discretion, may choose to not award any recipient if nominating criteria were not met.

## **AES Outstanding Staff Award Suggested Criteria**

Please see File Attachments below with the rubric that the AES Leadership will use in selecting awardees.

These criteria address employee achievements that have an impact primarily at the unit level:

### **Outstanding Achievement on the Job**

Actions that constitute performance beyond expected standards, such as:

- Producing high quality of work over an extended period of time
- Producing high quantity of work over an extended period of time
- Giving extra effort to complete a job or handle a heavier workload
- Filling in when unit is short-staffed
- Volunteering for and working on special projects
- Serving on a committee and contributing to its success

### **Exceptional Contributions towards the Effectiveness and Efficiency of Operations**

Actions that contribute to the maximum utilization of AES resources, such as:

- Integrating information or equipment for more efficient/effective use
- Developing new work methods that reduce waste or stretch resources
- Eliminating unnecessary actions or steps for delivering service
- Making creative suggestions that save time/money

### **Outstanding Service to Other Employees, Visitors, or External Clients.**

Actions that are especially helpful or make a good impression on others, such as:

- Doing things for others that are beyond job requirements
- Performing in an exceptionally courteous and cooperative manner
- Being so helpful that others write letters of appreciation

### **Special Efforts in Promoting Workforce Diversity**

Actions that contribute to improving sensitivity to and implementation of diversity and inclusion, such as:

- Increasing awareness of and respect for all people
- Creating a culture of inclusion and belonging
- Taking affirmative steps to achieve institutional diversity and inclusion goals in the workplace

## **Distinguished Efforts in Staff Development/Recognition**

Actions that help provide employees with opportunities to learn and to be rewarded, such as:

- Making special efforts to recognize excellence in others
- Creating extra opportunities to improve skills and abilities
- Contributing to an exceptionally supportive, team-oriented environment

## **How to Submit a Nomination**

Nomination of candidates must be submitted as a single document compiling all information and relevant letters of support. Submit nominations via email to Amanda Stevens at

[amanda84@arizona.edu](mailto:amanda84@arizona.edu). Nominations must be received by 5:00 pm on September 19, 2022