2016
Academic Professionals & Administrators Senate
Outstanding Unit Award

Purpose
Annually, the P&A Senate recognizes a unit of the University of Minnesota judged to be exemplary in its support of P&A staff and the critical role P&A employees fulfill in carrying out the mission of the University.

Recognition
The Unit receives a plaque and a $1,000.00 monetary award that must be used to support a unit-centered, P&A professional development activity. To achieve the P&A Senate’s goal of broadly recognizing outstanding P&A contributions, the Unit also receives wide-spread public recognition through University-wide publications. A presentation of the award is made at the spring meeting of the P&A Senate.

Eligibility Criteria & Nomination Procedures

Eligibility
Any unit in which a P&A staff holds an appointment is eligible to be nominated or to apply. Units that have previously received the award may reapply three years after the date of last receipt. The P&A Senate recognizes that the definition of “unit” can vary widely across the University community. For the purpose of the Outstanding Unit Award, a “unit” is defined as a college, department, division, institute, outreach center, school, and other administrative entity within the University.

Nomination Process
Any current employee of the University may submit a nomination. Co-nomination or sign-off on the nomination form by unit head or administrator is not required. Only one Outstanding Unit Award will be granted per year. If no nominations are received, or if nominations fail to meet the selection criteria, the award will not be granted.

Units may demonstrate achievements made in the past three calendar years, by completing the nomination form. The nomination must include:

1. **Introduction**
   A concise (250 words, max) description of the unit

2. **Evidence of Exemplary Performance, as defined in 3 key areas:**

   **Key Area 1:** Developing and/or Implementing Innovative Programs and/or Practices to Support and Enhance the Careers of P&A employees
(1000 words, max).

This may include (sample, not exhaustive):
Development / Implementation of departmental policies and procedures related to:
- Semester or other leaves
- Travel funds/work release
- Others

Implementing best practices or creating opportunities in areas like:
- Professional development, continuing education, training opportunities, including implementing modified work schedules to allow professional development, training, continuing education; creating funding streams for development; etc.
- Diversity, equity, and inclusion, including a demonstrated commitment to recruitment and support of diverse employees, and expertise
- Building leadership and promotional pipelines, including:
  - Developing opportunities for promotion within the unit, college, university
  - Mentoring programs

Nominations and Receipt of Awards
- Nomination(s) of P&A employees for prestigious award(s)
- Unit recognition or award, driven by P&A contributions/participation
- Other

Key Area 2: Strengthening, through substantive involvement or other contributions, decision-making that advances local objectives of the University’s overall mission. (500 words, max)

The statement of evidence should be concise and include the complete description of a unit’s decision making process and the role of the P&A staff within this process/structure. Please provide specific examples.

Examples that demonstrate exemplary performance may include:
- P&A contribution and participation in unit/college/University decision-making & policy development/implementation
- P&A service on departmental/college/University committees
- Encouragement and opportunities for P&A staff to serve on or support University-wide governance committees (Senate committees or other governing bodies)

Key Area 3: P&A contributions to the profession & community (500 words, max)

- Outstanding achievements and/or contributions by P&A staff which support the University’s mission. Of particular interest and importance are examples of outstanding P&A achievements in research, teaching, administration, service, outreach/engagement, governance and other.
- Technological, operational, teaching, research and/or other innovations
developed, advanced or implemented by P&A staff

To nominate a unit for the P&A Senate Outstanding Unit Award

● Complete the online nomination form, including supporting documentation
● Electronically submit the nomination form
● Nominations must be received via the nomination form no later than **5:00 pm on Wednesday, March 23, 2016** (form is submitted to the PD&R Co-Chairs via email address pdr@umn.edu).

All nominators receive electronic confirmation of receipt. A notice of nomination is also sent to the supervisor of each nominated Unit.

**Selection Process**

The P&A Senate Professional Development and Recognition Subcommittee (PD&R) will review and select the recipient of the Outstanding Unit Award based on the stated eligibility guidelines and selection criteria.

The award is announced on or before **April 1, 2016**.

**For More Information**

Questions regarding the P&A Outstanding Unit Award may be directed to the Co-Chairs of PD&R: Peter Angelos and Sherri Boone via email address pdr@umn.edu.