

University Administration
DISTINGUISHED EMPLOYEE LEADERSHIP AND TEAM AWARD (DELTA) PROGRAM
Individual Supervisor/Manager Nomination Packet
Academic Year 2008-2009

Individual Supervisor/Manager Eligibility

Eligibility requirements are as follows:

1. Must be a permanent academic professional, permanent civil service, or visiting academic professional employee working within University Administration (UA) in an active appointment at the time of the nomination.
2. Must have a minimum of a 50% continuing appointment within UA.
3. Must have the equivalent of at least two years of service as a permanent academic professional, permanent civil service, or visiting academic professional employee by the nomination deadline.
4. Must have an exemplary work record that is supported by written performance appraisals prepared by the immediate supervisor.
5. If the nominee is retired, they must have been in a status appointment during the calendar year in which they were nominated.

Employees who have previously received the award are again eligible for a DELTA award after three years from the date of their previous award.

Process for Nomination of Individuals

Nominations may be made by any member of the campus community (civil service, academic professional, faculty or student). Please note that members of the DELTA Selection Committee are not eligible to submit a nomination or recommendation letter on behalf of a candidate.

The nomination of individuals for this award is a two-step process.

Step One

First, the nominator must submit the following information by the initial nomination deadline to the DELTA Program Coordinator at 1800 S. Oak Street, Suite 201, MC – 657 Champaign, IL or DeltaAward@uillinois.edu:

1. DELTA Individual Supervisor/Manager Nomination Form (found on page 3 of this packet)
2. DELTA Individual Supervisor/Manager Nomination Statement Form (found on page 4 of this packet), which includes the following:
 - A brief description (approximately one paragraph) of the nominee's job responsibilities.
 - Descriptions of how the nominee meets the award criteria. Nominators must provide specific supporting examples for each of the criteria, in addition to a general description of the nominee's characteristics on these criteria. Please refer to the next page for a list of the criteria and examples of each criterion.

In the event multiple nominations are submitted for one employee, the selection committee will select the one nomination for that individual that most closely exemplifies the objectives of DELTA.

Step Two

Finalists will be chosen and nominators will be notified if their nominee is a finalist. At that time, nominators of the finalists will be asked to submit at least one, but no more than three, letters of support. A minimum of one of the letters must come from the nominee's current employing unit head or his/her designee. Nominators should have previously received agreement from those who will provide support. Members of the DELTA Selection Committee are not eligible to provide a letter of recommendation.

DELTA NOMINATION CRITERIA
Individual Supervisor/Manager Employee Award

(Under each criterion is a list of examples for that criterion.)

- 1. Leads unit to achieve strategic goals and mission through superior performance.**
 - Responsible for the development and deployment of unit mission and strategic goals.
 - Helps individuals within unit to internalize roles with respect to strategic goals.
 - Establishes and implements key organizational measures.
 - Demonstrates extensive knowledge and competence in a wide array of work related topics.
- 2. Promotes effective deployment of employee and financial resources to achieve business goals.**
 - Searches out and implements best practices.
 - Employs cost benefit analysis within unit.
 - Benchmarks unit operations with best practices.
 - Develops and implements models for efficient work processes.
- 3. Demonstrates outstanding leadership, initiative and creativity within the unit and across the University.**
 - Exemplifies attributes of a great leader.
 - Develops innovative ways to move the organization toward its goals.
 - Motivates employees to superior performance.
 - Identified as a strategic asset to the unit and the University.
 - Exhibits a high degree of professionalism and serves as a check point for quality control.
- 4. Recruits, coaches and motivates, develops, and recognizes/rewards talent.**
 - Models approach for talent acquisition.
 - Establishes culture for staff development.
 - Provides individual and team coaching.
 - Serves as a positive role model for others.
 - Institutes equitable programs for recognition of all employees within the unit.
- 5. Enhances the unit and University through contributions to local, state, national and global organizations.**
 - Serves on university-related committees that promote the unit/University.
 - Recognized in field through the delivery of papers, presentations, leadership positions on local, state, national and global organizations.
 - Contributes to the development of new knowledge or the practical application thereof.

**Distinguished Employee Leadership and Team Award (DELTA)
Individual Supervisor/Manager Nomination Form**

Nominee _____
Last Name First Name Middle Initial

Department _____ Percent time _____

Please indicate: Civil Service Employee Academic Professional Employee

Nominee's Supervisor _____

Supervisor's Campus Address _____ MC _____ Campus Phone _____

Nominee's Department Head _____
Last Name First Name Middle Initial

Dept Head Campus Address _____ Campus Phone _____

Nominator _____
Last Name First Name Middle Initial

Nominator's Title _____

Nominator's Department _____

Campus Address _____ MC _____ Campus Phone _____

References

Provide contact information for three references who will support this nomination. A minimum of one of the references must be the nominee's current employing unit head or his/her designee. These references should be informed that they may be required to furnish a letter of recommendation. Letters of recommendation will only be requested for nominees who are selected as finalists. Please do not submit any letters at this time.

1.	Name: Campus Phone:	Title: Campus Address: MC-
2.	Name: Campus Phone:	Title: Campus Address: MC-
3.	Name: Campus Phone:	Title: Campus Address: MC-

*Submit this nomination form and attached nomination statement to the DELTA Program Coordinator at 506 South Wright Street, Suite 338, HAB, MC-360, Urbana, IL 61801 or DeltaAward@uillinois.edu.

DISTINGUISHED EMPLOYEE LEADERSHIP AND TEAM AWARD (DELTA)
Individual Supervisor/Manager Nomination Statement Form

This Nomination Statement will address the nominee's job responsibilities (approximately one paragraph) and a description of how the nominee meets the DELTA award criteria (found on page 2 of this packet). Please be as specific as possible in answering the questions and provide examples to illustrate your responses.

Introduction (optional)

1. Describe the primary job responsibilities of the nominee. (Please provide in list format.)
 - a.
 - b.
 - c.
 - d.

2. How has the nominee led his/her unit to achieve its mission and strategic goals?

3. How has the nominee promoted the deployment of employees and financial resources to achieve business goals?

4. How has the nominee demonstrated outstanding leadership, initiative and creativity within the unit and across the University?

5. How has the nominee recruited, coached, motivated, and rewarded talent?

6. How has the nominee enhanced the unit and University through contributions to local, state, national and global organizations?

Summary (optional)

*Submit this nomination statement along with the nomination form to the DELTA Program Coordinator at 506 South Wright Street, Suite 338, HAB, MC360, Urbana, IL 61801 or DeltaAward@uillinois.edu.