2016 Administrative Improvement Award
Individual or Team Award Nomination Guidelines

The Vice Chancellor for Finance and Administration invites members of the University of Wisconsin-Madison campus community to submit nominations for the 2016 Administrative Improvement Award. The individual or team should have demonstrated significant improvement of an administrative process or service that resulted in substantial benefit to their unit/division or the university in student services, research, academics, outreach or administration at UW-Madison.

Administrative Improvement Awards – Definition
This award is focused on recognizing excellence in process improvement or customer service that resulted in improved efficiency, cost savings, new revenue channels or improved service delivery.

Nomination Deadline: March 31, 2016

Selection Committee
The Administrative Improvement Awards Committee will select the recipients.

Eligibility
All current UW employees serving in an administrative role that supports student services, research, academics or administration are eligible for the award if they are:

- Classified/Unclassified
- Faculty
- Student Employees
- Employees who contribute to administrative duties
- Employees who contribute to student services

Note: Self-nominations, by an individual or by a team member, will not be accepted.

To be eligible for a 2016 award, the project must have been completed or implementation started on or after February 1, 2013. If the project was completed or implementation was
initiated prior to February 2013, evidence of continuous improvement and/or an active control plan must be cited in the nomination for the project to be eligible.

If the nominated project is the implementation phase of a multi-phase, multi-team initiative, it is recommended that the work and team members from the earlier phase(s) be included in the nomination.

Criteria & Nomination Guidelines

Please download the Nomination Letter Template to prepare your nomination. Submission for individuals may reference multiple examples that demonstrate a sustained focus on administrative improvement. Example(s) should be supported by measurable results and include the following elements:

1. Background:

Please describe the situation(s) prior to the improvement activities taken by the individual or team. The following questions may help guide your summary.

- What was the situation in the beginning?
- What prompted the need for improvement? Please include any available baseline data.
- What was the goal of the improvement?
- Was the goal achieved? If so, what was the result?

2. Method or Approach:

Please discuss how the individual or team demonstrated each of the following criteria during the project:

- The improvement was a collaborative effort, and the work was approached in an inclusive manner.
- Time was taken to identify and understand the needs of the customers.
- Data were gathered and used in decision-making.
- Metrics were identified to measure results.

3. Results:

Please describe the results of the improvement effort, quantitatively addressing as many of the following as possible:

- Was the goal achieved?
- What were the results? Please include measured results to date.
- Do the measured results translate to cost savings, time savings, increased revenue, improved customer service or other measurable impacts? Please include all measured impacts?
- What effect did the improvement have on the unit/division/university?
• What process control plan has been implemented to ensure that the gains are both sustained and evaluated for further improvement?

Nomination Materials
Current UW-Madison faculty, staff or students may initiate the nomination.

The nomination materials shall contain the following:
1. Nomination letter (saved in PDF format)
   a. To give the candidate(s) the most favorable consideration, the nomination letter should:
      i. Be limited to 1-3 pages
      ii. Address the award criteria and nomination guidelines
2. Online form:
   a. Nominator information: name, campus address and contact information
   b. Nominee information (for each individual or team member): name, campus department/division and campus address.

Nomination Support
The Administrative Process Redesign (APR) team is available to review draft nominations and provide feedback regarding definitions, methodologies, data presentation or other general process improvement elements. APR may not write or submit your nomination(s). To be directed to an APR Business Performance Manager, please contact Janet DesChenes at 890-2374 or janet.deschenes@wisc.edu.

Any questions regarding the nomination or award selection processes may be directed to Scott Hildebrand, Office of the Vice Chancellor for Finance and Administration, at 890-3146 or scott.hildebrand@wisc.edu.

DEADLINE FOR NOMINATIONS – Nomination materials should be submitted electronically at www.vc.wisc.edu/awards on or before Thursday, March 31, 2016.