



2021 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 **2021 Administrative Improvement Award**. The individual or team should have demonstrated significant improvement of an administrative process or service or advanced an innovation that resulted in substantial benefit to their unit/division or the university in student services, research, academics, outreach, or administration at UW–Madison.

The Administrative Improvement Award program is intended to recognize excellent work in process design or redesign, innovation, development, or customer service that resulted in improved efficiency, increased revenue channels, cost savings, and/or improved service delivery.

Nomination Deadline:

March 5, 2021, by 5 p.m., CST

Selection Committee

The Administrative Improvement Awards Committee, which is comprised of 8-12 representatives from administrative and academic units across campus, will select the recipients.

Eligibility

All current UW employees supporting administrative work in academics, research, student services, outreach, or general administration are eligible for the award if they are:

- Academic Staff
- University Staff
- Faculty
- Limited employees
- Student employees

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

To be eligible for a 2021 award, the project must have been completed or implementation started on or after January 1, 2020. If the project was completed or implementation started

prior to January 1, 2020, evidence of continuous improvement and/or an active control plan must be cited in the nomination for the project to be eligible.

Criteria & Nomination Guidelines

Please download the Nomination Letter Template to prepare your nomination. For individual nominations, the submission may reference multiple examples that demonstrate a sustained focus on administrative improvement. For team nominations, please try to keep team sizes reasonable by matching the administrative improvements with the people most closely involved or aligned with the nominated initiative.

All nominations should be supported by measurable results and include the following elements:

1. Background:

Please describe the situation 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?

2. Method or Approach:

Please discuss how the individual or team demonstrated each of the following criteria, as applicable, 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, addressing as many of the following as possible:

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

Nomination Materials

Current UW–Madison faculty, staff, and students may initiate a nomination (however, self-nominations, by an individual or by a team member, will not be accepted).

The nomination materials must 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, title, campus department/division, and campus address.

Any questions regarding the nomination or award selection processes may be directed to Dr. Tamala Bradham at tamala.bradham@wisc.edu in the Office of Strategic Consulting.

Nomination Deadline

Nomination materials should be submitted electronically at vc.wisc.edu/administrative-improvement-awards-2 no later than 5 p.m., CST, on **Friday, March 5, 2021**.