2022 Administrative Improvement Award
Individual or Team Award Nomination Guidelines

The Vice Chancellor for Finance and Administration invites University of Wisconsin-Madison campus community members to submit nominations for the 2022 Administrative Improvement Award (AIA). The nominated individual or team should have demonstrated significant improvement of an administrative process or service that substantially benefitted their unit/division during the 2021 calendar year.

Administrative Improvement Award
This award recognizes excellence in process design or redesign, innovation, development, or customer service that resulted in improved efficiency, cost or time savings, new revenue channels, improved service delivery, or other impacts.

Nomination Deadline
Tuesday, January 25, 2022 by 5:00 p.m. CST

Selection Committee
Nominations will be reviewed by the AIA Review Committee. This review will be forwarded to the AIA Board for final review and selection before going to the VCFA for final approval.

Eligibility
All UW-Madison employees, including student employees, serving in an administrative role that supports student services, research, academics, or administration are eligible for the award.

The administrative improvement project should have started on or after January 1, 2021. If the project was initiated before January 2021, the nominator must provide evidence of continuous improvement or cite project sustainment in the nomination.

Self-nominations are not permitted.
Criteria and Nomination Guidelines

Nominations should be submitted by completing this online form.

For individual nominations, the submission may reference multiple examples that demonstrate a sustained focus on administrative improvement. For team nominations, include only the core administrative improvement team in the nomination for this award. For consistency, core team members are defined as employees who are responsible for any activity related to the project, including planning, execution, closing, evaluation, and decision making. These employees are typically involved in the project from start to end.

All nominations should include the following elements:
• Background and need
• Project goal
• Method or plan
• Results
• Sustainment and communication

For each section, consider the following questions and suggestions for inclusion in your nomination.

1. Background and need:
   Please describe the situation(s) before the individual or team initiated the improvement activities.
   • What was the situation in the beginning before the improvement plan was implemented?
   • What prompted the need for improvement? Please include any available baseline data.
   • Who were the stakeholders?
   Who was impacted by the improvement activities

2. Project goal:
   Please describe what the administrative improvement was designed to accomplish.
   • What was the goal, or aim, of the improvement?
   • How was the goal (and progress toward it) measured?
   • Did the goal specify the process or system of concern or area affected?
   • If known, was the amount of time needed for the project determined during this phase?

3. Method or plan:
   Please discuss the approach taken by the individual or team to address the need.
   • Who was involved?
   • What was the project timeline?
   • What were the steps taken?
   • How was success measured?
   • If applicable, share any changes made to the improvement plan due to the data collection and/or customer feedback.
4. **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.
  - Did the measured results translate to improved efficiency, cost or time savings, new revenue channels, improved customer service, or other measurable impacts? Please include all findings.
  - What effect did the improvement have on the unit/division/university and, if known, the recipient or customer?

5. **Sustainment and Communication:**
*Please describe where the project is now and if the work has been shared with other people at UW Madison or elsewhere.*
  - Have improvement efforts been maintained?
  - What safeguards have been implemented to ensure that the gains are both sustained and evaluated for further improvement?
  - Has the project been shared with anyone else?

**Nomination Materials**
Current UW-Madison faculty, staff, or students may initiate the nomination. Self-nominations by an individual or by a team member will not be accepted.

To complete the nomination, you will need to provide the following information
  a. Nominator information: name, title, department/division, email, and phone number
  b. Project sponsor’s name (Note: This may be the nominator.)
  c. Type of nomination: Individual or Team
  d. Verification of eligibility (Note: The nomination form will not advance if the project is not deemed eligible for this award. See above for eligibility criteria.)
  e. Nominee Information (for each individual or core team member): name, title, department/division, and email address.
  f. Project name
  g. The five elements described above (i.e., need, goal, method or plan, results, and sustainment and communication)
  h. You will have the opportunity to upload any visuals, graphs, or data sets needed to further support your nomination. You will also be able to share additional comments that should be considered if not already included in the nomination.

Once you have compiled this information, please [complete the nomination form](#) by 5:00 p.m. CST on Tuesday, January 25, 2022.

**Questions?**
Please send questions regarding the nomination or award selection processes to [adminimprove@vc.wisc.edu](mailto:adminimprove@vc.wisc.edu).