



## **BOARD OF TRUSTEES' AWARD OF MERIT GUIDELINES**

Established in 1984 by the Board of Trustees of the University of Wyoming, the Trustees' Award of Merit recognizes individuals and groups who have rendered meritorious service or made exemplary contributions to the University of Wyoming.

### Criteria

The Trustees' Award of Merit recognizes contributions and service that demonstrate:

- ◆ Consistent and persistent performance above and beyond the norm and that of one's peers.
- ◆ Distinguished achievement attaining state, regional, or national acclamation.
- ◆ Exceptional classroom or laboratory work furthering the academic mission of the University of Wyoming, again surpassing expectations and the work of one's peers.
- ◆ Dedicated support to students, faculty, staff, or the mission of the University of Wyoming.
- ◆ Successful completion of complex committee work or special assignments.
- ◆ Outstanding service to the University of Wyoming or its constituents through:
  - the exemplary performance of a specific duty or obligation;
  - a superior level of performance over a period of time;
  - effective representation of student, faculty, staff, or alumni; or
  - exceptional contributions to the growth and well-being of the institution.

### Eligibility

- Those recognized by the Trustees' Award of Merit for their contributions and service to UW may include members of the faculty, staff, student body, alumni, or general public. If the nominee is the recipient of another UW award, it will not eliminate the nominee from consideration, but the Board of Trustees will review for any conflicts.
- The award may be given in recognition of contemporaneous accomplishment or contributions occurring over an extended period or career.
- The Trustees' Award of Merit will not be awarded solely in recognition of past or prospective gifts to the university, but a history of philanthropy will not eliminate the nominee from consideration.
- The Trustees' Award of Merit is generally not awarded posthumously.

## Process

- Nominations for the Trustees' Award of Merit may be submitted by any duly appointed vice president or dean of the University of Wyoming. The Office of the President will send an annual reminder of the award and its criteria to the vice presidents and deans.
- Nominations must be made in writing and include a letter identifying the nominee and providing sufficient information upon which a decision can be based; up to three letters of support may accompany the letter of nomination.
- Nominations can be submitted, by means of hard copy, e-mail, or fax, to the President of the University. The President will provide any relevant supplemental information about the nomination when referring it to a designated committee of the UW Board of Trustees.
- All nominations will be forwarded to the designed committee of the UW Board of Trustees for consideration.
- Nominations for the Trustees' Award of Merit will be accepted on a continuous basis and reviewed at regular intervals by the designated committee of the Board of Trustees. There will be no minimum or maximum number of awards given in any calendar year.
- The committee will forward its recommendations regarding nominations to the UW Board of Trustees for final decision at any regularly scheduled meeting of the Board. Announcement of awards will follow as appropriate.