

STAFF SENATE RESOLUTION #216

Title: A Resolution to Establish an Outstanding Supervisor Award

Date: October 7th, 2015

Author: Senators Susan Schulz and Cecilia Schlup

Sponsors: Staff Senate President Sullivent and Senator Kirkaldie

1 WHEREAS, the University of Wyoming has numerous employees charged with supervising
2 individuals, and;

3 WHEREAS, outstanding supervisors are vital to employee morale, productivity and overall job
4 performance;

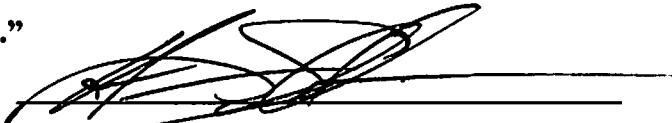
5 THEREFORE, be it resolved that the Staff Senate of the University of Wyoming proposes to
6 establish an annual Outstanding Supervisor Award to recognize individuals who exhibit
7 outstanding supervisory skills and to highlight their commendable efforts as an example for other
8 supervisors, and;

9 THEREFORE, be it further resolved that the criteria for the Outstanding Supervisor Award be
10 adopted and added to the Staff Senate Awards document as outlined in Addendum A, and;

11 THEREFORE, be it further resolved that the Outstanding Supervisor Award will be presented at
12 Staff Recognition Day beginning in 2016.

Date of Passage: November 4, 2015

“Being enacted on November 4, 2015, I do hereby sign my name hereto and approve this Senate action.”


Staff Senate President, Arron Sullivent

Addendum A

Outstanding Supervisor Award

Eligibility

To be eligible the nominees must:

- Be a University of Wyoming staff or faculty member.
- Have been a supervisor of one or more classified staff members for at least one year prior to January of the nomination year.

Nomination Process

Each nomination must be submitted using the online form. If an incomplete form is received prior to the deadline, the nominator will be contacted to complete the form correctly.

Each nominee must have two nominations.

After the nomination period closes, the Recognition Committee will evaluate the candidates. The committee chair will ensure that all of the nominations follow the process guidelines and that there are no descriptors used that compromise anonymity. The Recognition Committee, not including the chair, may narrow the choices down to half (or a minimum of four) of the original nominee pool by rating each nominee on a 7-point Likert scale. If the original nominee pool does not exceed four nominees, the Recognition committee will not screen the candidates. The Executive Committee of Staff Senate will select the final award recipient.

Selection Criteria

1. Is approachable, adaptable, positive, and considerate.
2. Exhibits great face-to-face communication skills and mentors employees to help them improve performance.
3. Consistently models the expected behavioral code and works alongside employees.
4. Coaches and motivates employees with constructive criticism, positive feedback and incentives/rewards.
5. Encourages employees to take advantage of development opportunities and to maintain healthy work/life balance.