**Outstanding UA Statewide Department & Employee
Peer Awards**

### Background

The Statewide Administrative Assembly, SAA, organizes the Outstanding Statewide Department & Employee of the Year awards. These awards annually recognize employees who consistently contribute to University of Alaska System by carrying out the responsibilities of their jobs in an exceptionable manner.

Employees may nominate their coworkers for employee and departmental awards by submitting a nomination form during the publicized timeframe.

One award each can be awarded to an outstanding department, student, non-exempt and exempt employee. Awards will be presented at the annual employee recognition events in Anchorage and Fairbanks.

* Outstanding Statewide Employee of the Year Award (3)
	+ Student employee
	+ Non Exempt employee
	+ Exempt employee
* Outstanding Statewide Department of the Year Award (1)

### Selection Criteria

Nominees will be evaluated based on:

**Contributions and Achievements**

Nominees should have demonstrated specific achievements or made special contributions to the campus and to the university community — particularly contributions that have long lasting benefits.

**Service Excellence**

Service should exhibit an attitude of ongoing commitment to assist the University. Nominees should demonstrate exceptional ability in quality of work, proficiency, initiative, skills in dealing with people, dependability and creativity. Productivity and quality of work should be outstanding as measured against the type of work being performed.

**Personal Traits**

Personal qualities should reflect an employee or department that is team-oriented, has a positive attitude, is willing to cooperate, is committed to self-improvement/professional development, and is able to relate to others in a manner that reflects well upon the university.

**Other Accomplishments**

List any other accomplishments of the nominee you feel are relevant to this nomination.

### Eligibility

In order to be nominated, an employee/department must meet the following criteria for each category:

**Outstanding Student**

* Current student employee for a statewide department

**Outstanding Non-exempt Employee**

* Current, fulltime, benefits-eligible, hourly employee
* Have completed at least one year of employment for a statewide department

**Outstanding Exempt Employee**

* Current, fulltime, benefits-eligible, salaried employee
* Have completed at least one year of employment for a statewide department

**Outstanding Department**

* Must be a statewide department

### Nomination Procedures

1. Any current, UA Statewide employee can make nominations.
2. Submit a completed nomination form.
3. Forms must be submitted to the System Governance office via ballot box or email.
4. SAA will establish deadlines for submitting nominations.

**Selection Procedures**

1. SAA will establish a selection committee comprised of both SAA members and constituents.
2. The committee will meet to determine the top nominee in each category from those nominations that meet the nomination criteria and procedures. Award winners will be determined by consensus.
3. Selected nominees will be vetted with HR to ensure no administrative obstacles that would preclude the selection.
4. Final nominees will be sent to the VP University Relations for final approval and to the UA President for information.