

MODEL SUPERVISOR NOMINATION PREPARATION GUIDE

This worksheet will help you identify a Model-caliber Supervisor and how to present this supervisor to the Models of Excellence Selection Committee in the best way possible.

PLEASE DO NOT SEND US THIS WORKSHEET. THIS IS A HELPFUL TOOL FOR YOU.

What defines a Model supervisor?

Model Supervisor Behaviors:

- Applies fairness and consistency to all actions.
- Communicates goals and expectations clearly and holds staff accountable.
- Provides tools for achievement.
- Removes unnecessary barriers to accomplishment and assists with problem solving.
- Provides feedback in a constructive way and manages issues in the workplace.
- Treats all with dignity, respect, and integrity.
- Collaborates with other peers and organizations and supports an environment of collaboration.
- Empowers everyone to achieve their best and offers development opportunities for future growth.
- Understands and supports work life balance.
- Appreciates the contribution that a diverse workforce offers, and supports efforts to sustain a diverse workforce.
- Safeguards and manages assets and institutional resources for the greatest support for institutional goals.

What does each nomination packet require?

Each nomination packet must include (more details below):

1. A brief description of why the supervisor is being nominated and why he/she is qualified for recognition,
2. A note from the nominee's direct supervisor that the nominee is in a position that qualifies for recognition as a supervisor, and
3. A note from the nominee granting permission to randomly select staff to survey.
4. Two references.

How is the Model Supervisor selected?

Each nomination will be reviewed by the Models of Excellence Selection Committee, which will identify the finalists for the award. Human Resources will conduct a random survey of the finalist's staff to gather information on the accurateness of the nomination. Leadership will select the Model Supervisor for the year.

The finalists will be announced to the campus. The President will announce the Model Supervisor at the Models of Excellence ceremony in the Spring.

YOUR TYPEWRITTEN NOMINATION MUST INCLUDE:

Note: Nominees for the Model Supervisor Award must participate in the nomination process by providing a note allowing a random sample survey of his/her staff. We will look for confirmation of the nominee's Model Supervisor behaviors through this process. We must have the nominee's permission to conduct the survey if he/she is selected by the Models of Excellence Selection Committee as a finalist (*see example at the end of the guide*). **You may want to get this permission prior to completing the nomination process.**

Name, title, and contact information for the:

- Nominee
- Nominator
- Supervisor
- References
- Others who may have contributed to the nomination

Organization in which the position resides

- School/center
- Department/Work Unit

Where the individual fits within the organization

- Name of the work unit for which the nominee has responsibility
- Name of the individual to whom the nominee reports
- Organization chart (with numbers of staff indicated)

What the nominee does

- Brief description of responsibilities

Nominee's supervisor confirmation that the nominee:

1. Is a first line supervisor or above
2. Is **not** a senior academic or administrative leader of a school or center
3. Has authority to hire, provide performance feedback, discipline and fire

Two letters of reference that give further examples of supervisory excellence

Two references (from individuals other than the nominator) that provide reinforcing information or further examples of supervisory excellence

Why this person should be awarded

Examples of Model Supervisor behaviors (see above).

How To Put All This Together?

Below are steps that will help you make sure your nomination has everything that is needed and represents well the information you want to share with the Selection Committee.

1. CONFIRM ELIGIBILITY

- a. **Is the nominee a regular, full-time faculty or staff member of the University?**
- i) **If NO**, the individual is **not eligible** for this award (ineligible categories are students, post-docs, adjunct professors, etc.).
 - ii) **If YES**, make sure this is stated in the nomination.
- b. **Has the nominee been in a supervisory position for more than three (3) years?**
- i) **If NO**, the individual is **not eligible** for this award.
 - ii) **If YES**, make sure this is stated in the nomination.
- c. **Is the nominee first-line of supervisor level or above**
- i) **If NO**, the individual is **not eligible** for this award.
 - ii) **If YES**, make sure this is stated in the nomination.
- d) **Does the nominee have authority to:**
- Hire
 - Provide performance feedback
 - Discipline
 - Fire
- i) **If NO**, the individual is **not eligible** for this award.
 - ii) **If YES**, make sure this is stated in the nomination
- e) **Is the nominee a senior academic or administrative leader of a school or center**
- i) **If NO**, the individual is eligible for this award; make sure that this is stated in the nomination
 - ii) **If YES**, the individual is **not eligible** for this award

c. DEFINE NOMINATION

Create a one-sentence description explaining why this nominee should be considered for the Model Supervisor Award.

d. JOB AND PERFORMANCE EXPECTATIONS

Describe, briefly, the nominee's job responsibilities:

4. DESCRIBE ORGANIZATION

Organization in which the position resides (see above)

5. APPLY MODEL SUPERVISOR BEHAVIORS:

Describe which “behaviors” the nominee exhibits and how they are applied to the staff that reports to the nominee. Why is this supervisor superior to others?

Because this is the “meat” of your nomination, it is important that you describe all that apply and, if possible, give examples. (Please remember to include the names, titles, address, phone and e-mail of the staff being cited.)

- Applies fairness and consistency to all actions.
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- Provides tools for achievement.
- Removes unnecessary barriers to accomplishment and assists with problem solving.
- Provides feedback in a constructive way and manages issues in the workplace.
- Treats all with dignity, respect, and integrity.
- Collaborates with other peers and organizations and supports an environment of collaboration.
- Empowers everyone to achieve their best and offers development opportunities for future growth.
- Understands and supports work life balance.
- Appreciates the contribution that a diverse workforce offers, and supports efforts to sustain a diverse workforce.
- Safeguards and manages assets and institutional resources for the greatest support for institutional goals.

5. ENCLOSE CONFIRMATION FROM THE NOMINEE’S SUPERVISOR

Enclose a confirmation from the nominee’s supervisor that the nominee meets the criteria for supervisor and is appropriate for this award. We need confirmation and clarification because individuals have been nominated who were not appropriate for recognition. **An example of a supervisor confirmation note is available on the Human Resources website ENCLOSE REFERENCES**

6. ENCLOSE REFERENCES

Enclose two (2) University reference letters from individuals - other than the nominee’s nominator - familiar with the supervisor being nominated. Please remind your references to confirm and expound on the nominated achievement, and describe the Model Supervisor “Behaviors” that apply. Note below

who will be your references and why you have picked them. This can help you confirm to yourself that you are selecting references that will provide the best insights into the nomination.

(1) _____

(2) _____

7. ENCLOSE PERMISSION FROM THE NOMINEE TO RANDOMLY SURVEY STAFF

Enclose a note from the nominee granting permission to randomly select and survey staff. We must have the nominee's permission to conduct the survey if he/she is selected by the Models of Excellence Selection Committee as a finalist.