2019 Nomination Guide

Call for Nominations

September 4-October 19, 2018
Introduction

The Models of Excellence Selection Committee depends on the content of the award nominations to make its rating decisions. Therefore, nominations submitted should be as detailed and descriptive as possible in order to convey a nominee’s exceptional performance and award worthiness.

Review this Nomination Guide thoroughly. Following the advice offered will help you complete all the necessary steps to successfully submit your nomination.

Table of Contents

- Timeline
  - Eligibility Requirements
  - page 3

- Tips
  - FAQs
  - pages 4-6

- Submitting a Nomination
  - page 7
  - Prepare
  - Enter
  - Send

- Forms:
  - Supervisor verification (9-10)
  - Nominee Authorization (11-12)
  - Confirmation of Eligibility (13-14)
  - Nomination (15-24)

  - pages 8-25
Timeline

This timeline shows the key events of the Models of Excellence Award process. Due dates are communicated at the launch of the nomination process in early September each year. This year the due date for nominations is October 19, 2018.

Eligibility Requirements

Nominations must meet all the criteria for each award category.

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Active full-time staff</th>
<th>Active part-time staff</th>
<th>Monthly paid</th>
<th>Weekly paid</th>
<th>Performance: consistently meets goals &amp; expectations or above</th>
<th>Length of time in supervisory position</th>
<th>Number of staff supervised (exclude student workers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Models</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pillars</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>3 years +</td>
<td>2 +</td>
</tr>
</tbody>
</table>
Tips

1. Include quantifiable results in your narrative (e.g., monetary savings, a new process that saves a specific amount of time, number or percentage of students being better informed or prepared).

2. Include tangible examples of how the individual, team or supervisor went above and beyond the daily responsibilities of the job.

3. Include testimonials and quotes from others of how the individual, team or supervisor models the standards of excellence or behaviors.

4. Avoid jargon and acronyms. Members of the Selection Committee may not be familiar with them.

5. For team nominations, highlight how each individual specifically contributed to the team in a significant way.

6. Select references that will strengthen the nomination. When requesting references, include a copy of the nomination to assist in the letter composition. The Models Project Team will accept the first two reference letters received.

7. When you send forms to Model Supervisor nominees or individuals managers, indicate a due date that provides sufficient time for the forms to be sent to the Model Project Team by the nomination deadline. Send reference letter and form requests early in your application process.

8. If reference letters aren’t received by the time you enter the nomination online, send them to models@hr.upenn.edu. Include the nominee or team name and award type in the subject line of the email so that they can be collated with the rest of your nomination.

9. Work with others to submit a nomination. Doing so allows getting the benefit of obtaining other perspectives. One person will submit the nomination on behalf of any joint efforts.

10. Be mindful of the nomination deadline. Nomination applications won’t be accepted after the nomination deadline in order to allow the Models Project Team to complete the selection process on time.
Frequently Asked Questions

1. **Who is eligible to receive a Models of Excellence Award?**
   The awards are open to active staff members and may be given to individuals or to specific teams or groups. Members of the staff who are serving on the Selection Committee for this year’s awards are eligible.

2. **Are any individuals not eligible to receive a Models of Excellence Award?**
   Only people directly employed by Penn are eligible. This means that temporary workers and those employed by outside contractors, are not eligible. Faculty or senior academic or administrative leader of a school or center are not eligible. Students aren’t eligible.

3. **Do teams qualify for a Models or Pillars of Excellence Award?**
   Both awards can go to a team whose members come from different schools and centers and have worked together on a defined project.

4. **Who can submit a nomination?**
   All members of the Penn community are welcome to submit a nomination. Self-nominations are accepted.

5. **When can I submit a nomination?**
   The nomination period typically begins in early September and ends in late October. The dates are published in various University and Division of Human Resources communications.

6. **Who do I contact if I have questions about the nomination process?**
   Contact Models of Excellence Project Team by emailing models@hr.upenn.edu or calling 215-898-1012.

7. **Does my nominee(s) have to meet every standard or behaviors for the award type?**
   Accomplishments may embody many of the criteria, but not necessarily all. It’s important to describe and provide examples for the ones that apply and clarify which you feel were the most influential in the achievement you are describing.

8. **How is the Selection Committee assembled each year?**
   An annually rotating Models of Excellence Selection Committee reviews and rates all the nominations. The committee is representative of the diversity of our institution, composed of Penn leaders, previous Models of Excellence award winners, and other faculty and staff members from across campus.

9. **How are award recipients selected?**
   The Selection Committee rates each nomination individually on a rating sheet. The ratings are compiled and the nominations with the highest ratings are chosen as the honorees.
10. **How will I know if my nominee has been selected?**
   Staff members who are chosen for Models of Excellence recognition, their nominators and supervisors are notified in January; then the information is publicized broadly to the Penn community. Honorees are acknowledged at the spring Models of Excellence Award Ceremony.

11. **Who is invited to the award ceremony and reception?**
   All members of the Penn community are invited to attend the ceremony and reception. More information is provided as the date approaches.

12. **Who has received an award in the past?**
   You can view previous award winners since 2000 by visiting [https://www.hr.upenn.edu/myhr/appreciation/models/awardwinners](https://www.hr.upenn.edu/myhr/appreciation/models/awardwinners).

13. **What if I can’t submit my nomination online?**
   Email [models@hr.upenn.edu](mailto:models@hr.upenn.edu) or call 215-898-1012. You will instructed what to do.
Submitting a Nomination

Prepare

1. **Review the Nomination Form and prepare your responses to the questions before entering them online.** Click on the award type and print a copy of the form or see pages 15-24.
   - Models of Excellence Nomination (PDF)
   - Pillars of Excellence Nomination (PDF)
   - Model Supervisor Nomination (PDF)

2. **Identify the forms required for your nomination.** Send links to forms early in the process.

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Two Reference Letters of Support</th>
<th>Supervisor Verification Form for each nominee</th>
<th>Nominee Authorization to Survey Staff Form</th>
<th>Supervisor Confirmation of Eligibility Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Models</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pillars</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supervisor</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Enter Online

3. **After your nomination responses are prepared, enter the information online.** The nominator (or preparer if applicable) will receive a confirmation email immediately following submission.

   If you don’t complete entering the nomination, you can return to it later as long as you: return to the same computer and web browser and have not cleared your browser cookies.

   A copy of the completed online nomination will be sent to the nominator (or preparer if applicable) within two business days from date of submission.

   If you don’t have access to email or a computer, please call 215-898-1012 for instructions on how you can submit a Models nomination.
Send Form Requests

REFERENCE LETTERS OF SUPPORT | REQUIRED FOR ALL AWARDS

☐ Request two references for your nomination.
☐ Attach two reference letters to the online nomination (due October 19) or email to models@hr.upenn.edu. Reference letters are due by October 26.

Sample email request for reference letters:

Dear [Name]:

I am nominating [Name of individual or team] for a [Name of Models award]. Because of your knowledge of [Name of individual or team] I am asking you to write of letter of recommendation.

Your reference letter is an essential part of the nomination application and should:

- Be addressed the Models of Excellence Selection Committee.
- Confirm and expand on the nominated achievement or contribution.
- Explain how the achievement surpasses job responsibility and performance expectations.
- Identify the Models standards or behaviors that apply. You can view the specific standards for this award at Models of Excellence Programs.
- Be about 4-5 paragraphs in length.

Please write your letter based on these guidelines and send it to me by email by [date due]. Thank you for your support. If you have any questions or need additional information, please contact me.

[Your name and contact information]
SUPERVISOR VERIFICATION FORM | REQUIRED FOR MODELS AND PILLARS AWARD

This form is required for each nominee in a Models and Pillars award nomination in order to verify that the staff member’s manager is aware of the nomination, has approved the nomination and that the nominee is eligible to receive the Models or Pillars award based on the criteria listed on the form.

☐ Identify the nominee’s supervisor.

☐ For a team nomination where nominees report to different supervisors, send a request to each supervisor. Use the Team Nomination Form to gather the nominee’s information. See page 17.

☐ Click on the link to the Supervisor Verification Form, copy the form’s URL found in the address field and paste it in the email request to the nominee’s supervisor.

The Models Project Team will receive the forms directly from the supervisors and will monitor receipt.

All forms must be submitted by October 26, 2018.

Sample email to Nominee’s Supervisor:

Dear [Name]:

I am nominating [Name of individual] for a [Name of Models award]. As part of the nomination process it is required that the nominee’s manager complete the Supervisor Verification Form and submit it as directed on the form by October 26, 2018.

If you have any questions or need additional information, please contact me. Thank you for your support.

[Your name and contact information]
Sample: Supervisor Verification Form

Your staff member(s) is nominated for a Model of Excellence award. Each individual in a Model or Pillar of Excellence nomination requires supervisor verification. Please complete the nominee's name, verify the nominee's eligibility, and submit it electronically by October 26, 2013.

Please enter the name of the staff member nominated for a Model of Excellence award.

First Name
Last Name

Please check all that apply to the staff member named above.

☐ is a full-time or part-time active staff member of the University (not faculty, student or postdoc).
☐ contributed substantially to the achievement he or she is being nominated.
☐ is a non-exempt staff member.
☐ is an exempt staff member.
☐ isn't in a performance improvement plan.

Nominee Supervisor (your name)

First Name
Last Name
Email Address

Please use your mouse to enter your electronic signature below to verify the above named nominee is eligible for a Model of Excellence award.

SIGN HERE

Need Some Help?
Please contact models@hr.upenn.edu or call 215-898-1012 for any questions you have about the nomination process or the Models of Excellence Program.

By clicking >> your verification will be submitted.
NOMINEE AUTHORIZATION TO SURVEY STAFF FORM | REQUIRED FOR MODEL SUPERVISOR AWARD

This form gives permission to Human Resources to survey members of the Model Supervisor Nominee’s staff regarding the performance as their manager.

☐ Click on the link to the Nominee Authorization to Survey Staff Form, copy the form’s URL found in the address field and paste it in the email request to the nominee.

The Models Project Team will receive the form directly from the nominee and will monitor receipt. The Models Project Team will survey their direct reports once this form is received.

All forms must to be submitted by October 26, 2018.

Sample email to Model Supervisor Nominee:

Dear [Name]:
I am nominating you for a Model Supervisor Award. As part of the nomination process it is required that you complete this Nominee Authorization to Survey Staff and submit it as directed on the form by [enter due date].

If you have any questions or need additional information, please contact me. Thank you.

[Your name and contact information]
Sample: Nominee Authorization to Survey Staff Form

Models of Excellence
Nominee Authorization to Survey Staff
For Model Supervisor Award Nominations

Your staff member(s) nominated you for a Model Supervisor award. If you are willing to accept the nomination, please complete the requested information below and submit it by October 26, 2016.

I give my permission to survey members of my staff regarding my performance as their supervisor.

First Name
Last Name
Email Address

Please use your mouse to enter your electronic signature below to authorize a survey for your staff members.

SIGN HERE

Need Some Help?
Please contact models@hr.upenn.edu or call 215-898-1012 for any questions you have about the nomination process or the Models of Excellence Program.

By clicking >> your authorization will be submitted.
MODEL SUPERVISOR CONFIRMATION OF ELIGIBILITY FORM | REQUIRED FOR MODEL SUPERVISOR AWARD

This form is required for a nominee for a Model Supervisor award nomination in order to verify that the nominee’s manager is aware of the nomination, has approved the nomination and that the nominee is eligible to receive the award based on the criteria listed on the form.

☐ Identify the nominee’s supervisor.

☐ Click on the link to the Model Supervisor Confirmation of Eligibility Form, copy the form’s URL found in the address field and paste it in the email request to the nominee.

The Models Project Team will receive this form directly from the supervisor and will monitor receipt.

All forms must be submitted by October 26, 2018.

Sample email to Model Supervisor’s Manager:

Dear [Name]:

I am nominating [Name of individual] for a Model Supervisor Award. As part of the nomination process it is required that the nominee’s manager complete this Model Supervisor Confirmation of Eligibility Form and submit it as directed on the form by [enter due date].

If you have any questions or need additional information, please contact me. Thank you for your support.

[Your name and contact information]
Sample: Model Supervisor Confirmation of Eligibility

Your staff member(s) is nominated for a Model Supervisor award. Each individual nominated for a Model Supervisor award requires supervisor confirmation of eligibility. Please enter the nominee’s name, verify the nominee’s eligibility, and submit it electronically by October 26, 2018.

Please enter the name of the staff member nominated for a Model Supervisor award.

First Name

Last Name

Please check all that apply to the staff member named above.

☐ A full-line, active staff member of the University.
☐ Is not a senior academic or administrative leader of a school or center.
☐ Has performed as a bona fide supervisor, i.e., with the authority to hire, provide performance feedback, discipline and fire.
☐ Has performed as a bona fide first line supervisor or above for the past three years.
☐ Currently supervises two or more staff members (exclude student workers).

Nominee Supervisor (your name)

First Name

Last Name

Email Address

Please use your mouse to enter your electronic signature below to verify the above named nominee is eligible for a Model of Excellence award.

SIGN HERE

Need Some Help?
Please contact models@tpr.upenn.edu or call 215-898-1012 for any questions you have about the nomination process or the Models of Excellence Program.

By clicking >> your verification will be submitted.
MODELS OF EXCELLENCE ONLINE NOMINATION FORM | REQUIRED FOR ALL AWARDS

The online nomination form is required for a nominee for a Models award nomination.

☐ Click on the link to the 2019 Models of Excellence Nomination Form and complete the form.
☐ As stated earlier in the guide, you can take a break and then return to complete it. It will be available as long as you return to the nomination form on the same computer and on the same browser, and have not cleared your browser cookies.
☐ The nomination form must be submitted by October 19, 2018.

- Models of Excellence Nomination (PDF)
- Pillars of Excellence Nomination (PDF)
- Model Supervisor Nomination (PDF)

Your nomination will be saved. You can take a break and then return to complete it. It will be available as long as you return to the nomination form on the same computer and on the same web browser, and have not cleared your browser cookies.

Thank you for your support of the Models program. If you have any questions about the nomination process, or you find your nomination information was not saved, please contact models@hr.upenn.edu or call 215-898-1012.

Begin:

Award Type (Check one)
☐ Models of Excellence
☐ Pillars of Excellence
☐ Model Supervisor

Type of Nomination
☐ Individual
☐ Team

General Information

Nominator Name
Nominator Email Address
Nominator Department/School/Center

Nomination Preparer Name (if different from above)
Nomination Preparer Email address
Nomination Preparer Department/School/Center
Nomination Name

If you are nominating an individual, his/her name is the Nomination Name. If you are nominating a team, the achievement drives the name, such as The Quaker Days Team or Penn's Move-in Team. For nominations selected, this name will be used in communication materials.

Complete for Individual Awards for Models or Pillars Awards

Individual Nominee Information

Nominee Name  
Penn ID  
Department/School/Center

Nominee Supervisor Information

Nominee Supervisor  
Supervisor Department/School/Center  
Supervisor Email Address

Each individual in the nomination requires a Supervisor Verification Form. Please send the link to the Supervisor Verification Form to the nominee’s supervisor. The supervisor will enter the requested information, sign it electronically, and click to submit it by October 26, 2018.
**Complete for Team Nominations for Models or Pillars**

Team nominations require a list of names and contact information for individuals who make up the team nomination. Please save the [Models Nomination-Team Member Form](#) to your desktop. Enter the requested information. This form must be submitted with the online nomination before it can be considered. Upload the completed form below.

Drop files or click here to upload.

### 2019 Models of Excellence Nomination | Team Members

**Please list the nominees.**

<table>
<thead>
<tr>
<th>Penn ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email address</th>
<th>School/Center</th>
<th>Supervisor Name</th>
<th>Supervisor Email Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Models of Excellence Nomination Form (continued)

Request two references from faculty, staff, clients or other members of the Penn community who are familiar with your nomination.

1. Reference Name
   Department/School/Center
   Email Address

2. Reference Name
   Department/School/Center
   Email Address

Upload the two reference letters if they have been received or email to models@hr.upenn.edu by October 26, 2018.

Reference 1
Drop files or click here to upload

Reference 2
Drop files or click here to upload

Complete for All Models of Excellence Awards (Models, Pillars, Supervisor)

Write one or two sentences that summarize the Model, Pillar or Supervisor achievement for the individual, team, or supervisor.

Describe the individual's or supervisor's position and general responsibilities or the team's purpose and objectives.
Explain how the work of the individual, supervisor or team, which led to the achievement, went "above and beyond" the normal requirements and expected performance.

Describe why the contribution is significant and what impact it has made to the University's mission of education, research and community. Include supporting examples of how this was achieved.

Each nomination must incorporate the standards or behaviors that effectively describe why the individual, team or supervisor should be recognized with one of the Models awards.

**Models of Excellence Nomination Form Standards of Excellence.**

The following nomination form standards differ for each award (Models, Pillars, Supervisor).

**Complete for Models of Excellence: Standards of Excellence**

Supportive practices, procedures, and policies.
- Brings about significant positive change for the University’s mission.
- Eliminates significant obstacles to achieving the University’s mission.
- Resolves, in unique and/or novel ways, problems that impede progress.

Innovative and proactive leadership.
- Uses highly effective and/or novel practices to inspire and lead others to contribute constructively to the University’s mission.
- Proactively identifies and resolves challenges that interfere with team/unit/school/center activities to further the University’s mission.
- Encourages a coordinated effort by a complex group and facilitates the group’s ability to meet complicated goals.
Extraordinary service to key constituencies.

- Supports internal and/or external constituencies in ways that exceed expectations and result in unexpected and very positive outcomes that support the University’s mission.

Substantial cost-effectiveness.

- Identifies improvements to University practices, policies, and/or program designs that result in substantial cost savings or financial gain to the University while enhancing the organization’s ability to support the University’s mission.

Exemplary relationship building within and/or outside of the immediate organization.

- Develops and uses strong, constructive, and productive relationships that enable otherwise impossible goals to be met in support of the University’s mission.
Complete for Pillars: Standards of Excellence

Provides superior sustained service.

Supports a special project or situation in a notable way.

Delivers exemplary service to customers.
- Displays exceptional responsiveness to key constituents/customers.
- Uses superior efficiency in responding to customers’ needs.
- Exhibits exemplary professional behavior when responding to customers’ needs/requests.

 Exhibits exceptional resourcefulness, innovation, or creativity to help customers with their problem/issues.

Improves processes to save time or money through over-and-above service to key constituencies. Contributes to a positive, collaborative work environment.
Complete for Model Supervisor: Behaviors of Excellence

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 of institutional goals.
Complete for Models and Pillars Awards

Request Supervisor Verification

- Each individual in the nomination requires a **Supervisor Verification Form**.
- Please send the link to the **Supervisor Verification Form** to the nominee’s supervisor.
- The supervisor will enter the nominee’s name, verify the nominee’s eligibility, sign it electronically, and click to submit it by October 26, 2018.

Complete for Models Supervisor Awards

Request Nominee Authorization to Survey Staff

- Nominations for Model Supervisor require authorization to survey his or her staff.
- Please send the link to the **Nominee Authorization to Survey Staff** to the nominee.
- The nominee will enter the requested information, sign it electronically, and click to submit it by October 26, 2018.

Request Supervisor Confirmation of Eligibility

- Nominations for Model Supervisor require supervisors to confirm eligibility.
- Please send the link to the **Supervisor Confirmation of Eligibility** to the nominee's supervisor.
- The supervisor will enter the nominee's name, verify the nominee's eligibility, sign it electronically, and submit it by October 26, 2018.

For All Awards

To promote fairness among all nominations, supplemental material will not be considered in the selection process. But, the inclusion of websites, photos, or other electronic resources can be referenced in the nomination.

By clicking >> your nomination will be submitted. Please review your nomination before clicking >> below. The nominator or preparer (if applicable) will receive a confirmation email immediately following completion and a copy of the complete nomination within 2 business days.

Need Some Help?

Please contact models@hr.upenn.edu or call 215-898-1012 for any questions you have about the nomination process or the Models of Excellence Program.