



2021 Nomination Guide

-
- Nominations and required forms are due October 23, 2020
 - Nomination Review by the Selection Committee are due December 18, 2020
 - Honorees are announced in February 2021
 - Celebration of Honorees in Spring 2021
-

NEED HELP?

models@upenn.edu

215-898-7729

www.hr.upenn.edu/models

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

 page 3	Timeline Eligibility Requirements	 pages 4-5	Tips FAQs	 page 6	Submitting a Nomination - Prepare - Enter	 pages 7-14	Request References (All) 7 Supervisor Verification (All) 7-8 Nominee Authorization (Model Supervisor only) 9 Online Nomination (All) 10-13 Team Nominations Only 14
---	--	--	----------------------------	---	--	---	---

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.



Eligibility Requirements

Nominations must meet all the criteria for each award category.

Award Type	Active full-time staff	Active part-time staff	Monthly paid	Weekly paid	Not in Performance Improvement / Discipline	Length of time in supervisory position	Number of staff supervised (no student workers)
Models	X	X	X	X	X		
Pillars	X	X		X	X		
Sustaining Penn	X	X	X	X	X		
Supervisor	X		X		X	3 years +	2 +

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 and send your requests early in the application process. If possible, include a copy of the nomination to assist in the letter composition. 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 in the subject line of the email so that they can be collected with the rest of your nomination. 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 links early in the process to ensure meeting the submission deadline.
8. 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.
9. 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.
10. To promote fairness among all nominations, supplemental material will not be considered in the selection process. But, the inclusion of websites or other electronic resources can be referenced in the nomination.

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. Nominated staff members 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, retirees, and those employed by outside contractors, are not eligible. Senior academic or administrative leaders 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 215-898-7729.

7. Does my nomination have to meet every standard or behavior 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; select the most relevant three.

8. How is the Selection Committee determined 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 in spring 2021.

11. What if I can't submit my nomination online?

Email models@hr.upenn.edu or call 215-898-7729. You will be instructed what to do.

Submitting a Nomination

Prepare

Review the Nomination Form and prepare your responses to the questions before entering them online. Click on the award type and save a copy of the form to your desktop.

- [Models of Excellence Nomination Worksheet](#)
- [Pillars of Excellence Nomination Worksheet](#)
- [Sustaining Penn Through COVID-19 Nomination Worksheet](#)
- [Model Supervisor Nomination Worksheet](#)

Identify the forms required for your nomination.

Award Type	Two Reference Letters of Support	Supervisor Verification Form for each nominee	Nominee Authorization to Survey Staff Form
Models	X	X	
Pillars	X	X	
Sustaining Penn	X	X	
Supervisor	X	X	X

Enter

Enter your nomination responses [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 215-898-7729 for instructions on how you can submit a Models nomination.

Request

REFERENCE LETTERS OF SUPPORT | REQUIRED FOR ALL AWARDS

- Request two references who are familiar with your nomination.
- Attach letters to the online nomination or email to models@hr.upenn.edu. The first two letters received will be included in the nomination.

Example 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 to 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.*
- *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 or the Models Project Team at 215-898-7729.

SUPERVISOR VERIFICATION FORM | REQUIRED FOR ALL AWARDS

This form is required for each nominee in a Models 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 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.
- 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.

Example email request 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 this year's due date.

Thank you for your support. If you have any questions or need additional information, please contact me or the Models Project Team at 215-898-7729.



**Models of Excellence
Supervisor Verification**

Your staff member is nominated for a Model of Excellence award. Each individual in a Model, Pillar, and Model Supervisor nomination requires supervisor verification. Please complete the nominee's name, verify the nominee's eligibility, and submit it electronically by October 23, 2020.

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).
- is not a senior academic or administrative leader of a school or center.
- contributed substantially to the achievement indicated in the nomination.
- is a non-exempt staff member.
- is an exempt staff member.
- isn't in a performance improvement plan.
- has performed as a bona fide first line supervisor or above for the past three years. (Model Supervisor Only)
- currently supervises two or more staff members, exclude student workers. (Model Supervisor Only)

NOMINEE AUTHORIZATION TO SURVEY STAFF FORM | **REQUIRED FOR MODEL SUPERVISOR AWARD ONLY**

- 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.

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

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.

Example 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 or the Models Project Team at 215-898-7729. Thank you.



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 23, 2020.

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

clear

Need Some Help?

Please contact models@hr.upenn.edu or call 215-898-7729 for any questions you have about the nomination process or the Models of Excellence Program.

MODELS OF EXCELLENCE NOMINATION FORM | COMPLETE FOR ALL

Award Type (Check one)

- Models of Excellence
- Pillars of Excellence
- Sustaining Penn Through COVID
- Model Supervisor

Type of Nomination (Check one)

- Individual
- Team

General Information

Nominator Name

Email Address

Department/School/Center

Preparer Name (if different from above)

Email Address

School/Center

Individual Nominee Information*

Nominee 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.

Penn ID (Contact models@hr.upenn.edu for assistance with looking up Penn ID)

School/Center

Email Address

Supervisor Name

School/Center

Email Address

**If you are nominating more than one individual, you'll need to enter this information for each nominee in the team member spreadsheet; see page 13.*

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

1. Reference Name

School/Center

Email Address

2. Reference Name

School/Center

Email Address

- Describe the position and general responsibilities for the individual, team or supervisor.
- Explain how the achievements of the individual, team, or supervisor went "above and beyond" the general responsibilities described in the response to the previous question. Include supporting examples, data points and anecdotes that show how this was achieved and the impact it has made to the University's mission of education, research, and community.

Each nomination must incorporate the Standards of Excellence that effectively describe why the individual, team or supervisor is nominated for his/her/their notable contributions to the mission of the University.

- Identify the **three** most relevant standards from the list below.
- Provide detailed examples of how your nomination meets or exceeds these standards.

MODELS OF EXCELLENCE STANDARDS

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

PILLARS OF EXCELLENCE STANDARDS

1. Provides superior sustained service.
2. Supports a special project or situation in a notable way.
3. 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.
4. Exhibits exceptional resourcefulness, innovation, or creativity to help customers with their problem/issues.
5. Improves processes to save time or money through over-and-above service to key constituencies.
6. Contributes to a positive, collaborative work environment.

SUSTAINING PENN THROUGH COVID STANDARDS

1. 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.
2. 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.
3. 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.
4. Substantial cost-effectiveness.
 - Identifies improvements to University practices, policies and/or program designs that result in substantial cost savings to the University while enhancing the organization's ability to support the University's mission.
5. 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.

MODEL SUPERVISOR STANDARDS

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

