WOMEN’S HISTORY MONTH LEADERSHIP AWARDS

2016 Guidelines and Application

Questions should be directed to Kathleen S. Grove at ksgrove@iupui.edu or 278-3600.

http://ofw.iupui.edu
GUIDELINES

PURPOSE

During Women’s History Month, the IUPUI Office for Women recognizes and celebrates women faculty and staff who have been outstanding leaders in their department or schools or who have demonstrated significant leadership at the campus, community, national, and/or international level.

The Office for Student Involvement makes the awards to outstanding women students. Information about their nomination process can be found at: http://studentaffairs.iupui.edu/involved/leadership-programs/student-recognition/women-awards/index.shtml under leadership programs.

CATEGORIES

There are five (5) categories of awards:
1. full-time “veteran” faculty
2. full-time “newcomer” faculty
3. full-time “veteran” staff
4. full-time “newcomer” staff
5. Part-time faculty or staff leader

   o A “veteran” member is anyone who has served the university continuously for five or more years.
   o A “newcomer” is anyone who has served the university for fewer than five years.

RESTRICTIONS

Past winners are not eligible for nomination for a period of five years. Past winners will be listed on the Office for Women website under “Awards.” Click here to view.

FACULTY CRITERIA

These awards seek to celebrate women faculty members who lead through exemplary action, initiative, guidance, achievement, generosity, commitment and service. Nominees who are in formal leadership positions on campus should demonstrate service and effort beyond that required for the job. All faculty members are eligible for nomination regardless of track or status. Nominees should exhibit extraordinary effort and achievement in at least one of these areas:

- Commitment to teaching and/or service to students
- Service to IUPUI and its mission
- Commitment to serving others in the community
- Service as a role model for students, faculty, or staff
- Outstanding performance in job or field of endeavor
NOTE: NEW CRITERIA in 2016 FOR STAFF AWARDS

STAFF CRITERIA

These awards seek to celebrate women staff at all levels and across all units of the IUPUI campus regardless of pay grade or classification who exhibit leadership and/or exemplary performance through their contributions to their unit, school, campus, colleagues or community. This may be exhibited through finding solutions, taking initiative, solving problems, outstanding teamwork, dedication, effort above and beyond the norm, increasing efficiency, increasing revenue or finding cost savings for the unit, excellent customer service or high quality work. Nominees should demonstrate outstanding effort in at least one of these areas:

- Exhibiting initiative and leadership within the scope of duties
- Contributing to innovation and creative thinking in solving problems
- Contributing to unit cohesion through collaboration, teamwork and excellent communication.
- Providing outstanding customer service to faculty, staff, students or community members
- Consistent and dedicated performance of duties over extended time

NOMINATIONS

All current IUPUI students, faculty and staff may nominate women faculty or staff for the awards. The winners and nominees are announced at the Women’s History Month Leadership Reception. All nominees are honored with recognition certificates. Winners are announced and presented with awards at the reception.

Women’s Leadership Reception: Thursday, March 31, 2016 – Campus Center, Room 450A

DEADLINE
Submission due date is Friday, March 4, 2016 by 5 p.m.

SUBMISSION OF APPLICATION

An online application form is available at the Office for Women website: http://ofw.iupui.edu/Awards/Annual-Womens-Leadership-Awards
APPLICATION INSTRUCTIONS

The following guidelines should be used in preparing the nomination. This is the format of the online form.

Section 1  Cover Page  Nominee and nominator information.

Section 2  Nomination Narrative. Address one or more of the five questions. Section limited to 3 pages.

Section 3  Biographical Sketch, Vitae, or Resume Limit 5 pages

Section 4  Letters of Support No more than 3 letters of support.

EXAMPLE (See Below for outline of online form. You will be able to upload cv/ resume and letters of support.)
### Nominee

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank/Title</td>
<td>Email Address</td>
</tr>
<tr>
<td>School</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Department</td>
<td>Webpage</td>
</tr>
</tbody>
</table>

#### Category (choose one)

- [ ] Full-time “veteran” faculty
- [ ] Full-time “newcomer” faculty
- [ ] Full-time “veteran” staff
- [ ] Full-time “newcomer” staff
- [ ] Part-time faculty or staff leader

### Nominator

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank/Title (faculty/staff) or student status (U, G, P, PD *)</td>
<td>Email Address</td>
</tr>
<tr>
<td>School</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Department</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Undergraduate, Graduate, Professional, Post-Doc
Section 2 - Nomination Narrative for Faculty: Address one or more of the five questions. Section limited to 3 pages.

A. How has this nominee excelled as a leader in teaching and/or service to students?

B. How has this nominee excelled as a leader in service to IUPUI and its mission?

C. How has this nominee demonstrated excellence in service to the larger community?

D. How has this nominee served as a role model for faculty, staff, or students?

E. How has this nominee demonstrated extraordinary performance in their job or field of endeavor?
Section 2 - Nomination Narrative for Staff: Address one or more of the five questions. Section limited to 3 pages.

A. How has this nominee exhibited initiative and leadership within the scope of their duties?

B. How has this nominee contributed to innovation and problem-solving?

C. How has this nominee contributed to unit cohesion?

D. How has this nominees provided outstanding customer service to faculty, staff, students or community members?

E. How has this nominee exhibited dedication in performance of duties over time?

Section 3 - Biographical Sketch, Vitae, or Resume Please limit to a total of 5 pages

Attach here:

Section 4 - Letters of Support No more than 3 letters of support.

Attach here