



BERKELEY STAFF ASSEMBLY

EXCELLENCE IN MANAGEMENT AWARD

Celebrating 30 Years

2017-18 CALL FOR NOMINATIONS

The Berkeley Staff Assembly's (BSA) Excellence in Management Committee seeks to improve the quality of life in the workplace by identifying and publicly recognizing outstanding managers and supervisors. The Excellence in Management Award, now in its 30th year, provides an opportunity for career employees to acknowledge the exemplary contributions of their supervisors.

This year's theme, "**Building Pride and Trust in Our Changing Community**," recognizes leadership which encourages respect, dignity, confidence, inclusion, and empowerment amid changing times. Managers and supervisors are achieving this in one or more of the following ways:

- **Honest and Conscientious** – Manager/Supervisor builds trust, models integrity, and instills pride within the team
- **Consistent Intentional Engagement around Diversity, Community, and Collaboration** – Manager/Supervisor is always cognizant and respectful of cultural distinctions, and promotes an environment of inclusion
- **Empowering** – Manager/Supervisor provides team members with the tools to succeed at work, through mentorship, coaching/motivating, and leadership by example.

This award is open to all levels of Managers and Supervisors who have been in their current position for at least one year, except for individuals with academic titles. Nominations must originate from staff directly supervised by the nominee and include supporting signatures from at least one-half of these staff. Nomination support material should be *no longer* than two pages long. Individuals who won last year are not eligible for re-nomination this year.

Nominations must be received by **Wednesday, April 18, 2018**. Award recipients will be announced at the BSA EIM Awards Ceremony on May 31, 2018, at the Spieker Forum, Haas School of Business.

Please complete your nomination form and attachments and send it to bsa_eim@berkeley.edu, or mail them to **Edwin Khu**, Haas School of Business, 545 Student Services Building, MC #1900. You may also complete these on this Google Form (<https://goo.gl/forms/AoddTHK72ZR3mRO52>). Electronic submissions are encouraged.

For further inquiries, contact bsa_eim@berkeley.edu.



2017-18 EXCELLENCE IN MANAGEMENT AWARD
NOMINATION FORM (print copy)

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Nominee name _____ Phone number _____

Payroll title _____ Email address _____

Department name, address, mail code _____

Nominator/Department contact _____

Phone number _____ Email address _____

A complete nomination application includes:

- A. This nomination form
- B. A nomination letter or short video describing how individuals in the unit benefit from Manager/Supervisor’s role in the unit or department. Include specific examples telling us how your nominee’s actions fit this year’s theme.
- C. A departmental organizational chart showing your supervisor’s role in the unit/department.
- D. A sheet with clearly printed names and signatures of the staff supporting the nomination. The list must include at least 50% of staff supervised by the nominee.

We grant a limited number of awards each year. Everyone nominated is not guaranteed to be selected. All decisions will be announced by email.

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Deadline for submissions: April 18, 2018