

# 2019 UCI Staff Assembly Excellence in Leadership Award Nomination Form

**Nomination Submission Deadline - April 5, 2019**

**Winners will be announced at the Staff Service Awards Ceremony on June 11, 2019**

Employee engagement is a top UCI and UC priority. Leaders inspire employees to focus their individual talents on the goals of the organization and to contribute at the highest level. Effective leaders are also guardians of the culture and exemplars in living the organization's values. As a result, great leaders are often met with the prize of engaged employees who feel prepared and empowered to progress in their careers. The UCI Staff Assembly Excellence in Leadership Award recognizes these exceptional leaders at all levels.

Nominations of all team sizes -- 1 direct report and above -- are welcomed. Please note, only nominations from nominee's direct report(s) will be reviewed; forms submitted from nominee's supervisors will not be considered.

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## NOMINATION METHODS

### 1. Online

You may fill out and submit a nomination online by going to:

<https://scout.eee.uci.edu/s/ExcellenceInLeadership-2019>

### 2. By Mail

If nominating via paper application, please print out this document and fill out pages 2 and 3. In addition, include the following:

- A copy of the current organizational chart for this manager or supervisor's department (must show all direct reports, their titles, and percent FTE)
- A nomination statement explaining how the nominee meets the criteria for the Excellence in Leadership Award (see page 4 below)

Mail Nomination Packet to:

Megan Enciso, Staff Assembly Vice Chair  
Arts Student Affairs  
Mesa Arts Building 101  
Irvine CA 92697  
ZOT: 2775

## BASIC INFORMATION

Please fill out the table below with information about the manager or supervisor who is being nominated for the Excellence in Leadership Award.

<b>Individual Being Nominated</b>	
Name:	
Title:	
Department:	
Email Address:	
Phone Number:	
Number of Direct Reports:	

Please fill out the table below with information about the primary contact who is submitting this nomination form.

<b>Contact Person</b>	
Name:	
Title:	
Department:	
Email Address:	
Phone Number:	

## SIGNATURE PAGE

Please collect the signatures of **at least 50%** of the manager or supervisor's direct reports in support of the nomination.

Nominee:	
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The undersigned direct reports of the nominee listed above acknowledge their full endorsement of this nomination for a UCI Staff Assembly Excellence in Leadership Award.

***Note: Signing of the form is strictly voluntary. The pressuring of colleagues for signatures is prohibited.***

Printed Name	Signature

## NOMINATION STATEMENT

There are four variants of the Excellence in Leadership Award. One for each of the following three competencies, respectively:

- Collaboration
- Employee Engagement
- Innovation

Plus, an additional overall award for excellence across all three competencies.

Nominations may be submitted for one or more of the four awards. Candidates will be considered for each of the competencies for which responses are provided below. Consideration for the overall award requires that responses are provided for all three competencies.

Please provide (in 250 words or fewer) specific examples in which the manager or supervisor being nominated demonstrates the following leadership competency:

### **Collaboration**

*Description:* Gains support, agreement and commitment through formal and informal relationships. Uses well developed interpersonal skills to achieve shared outcomes. Interacts beyond team or department to share information and participate in cross-functional projects and initiatives to achieve organizational goals and objectives.

*Please note:* This section is limited to 250 words. Any information submitted beyond that limit will not be taken into consideration.

Please provide (in 250 words or fewer) specific examples in which the manager or supervisor being nominated demonstrates the following leadership competency:

**Employee Engagement**

*Description:* Leads and engages people to maximize team and individual performance through alignment with UCI mission, strategies, and goals. Delegates work effectively to develop team members' skills, capabilities and strengthen learning mindset. Provides timely feedback and coaching, focusing on both strengths and developmental opportunities. Builds a high functioning team with common goals and shared values. Encourages initiative.

*Please note:* This section is limited to 250 words. Any information submitted beyond that limit will not be taken into consideration.

Please provide (in 250 words or fewer) specific examples in which the manager or supervisor being nominated demonstrates the following leadership competency:

**Innovation**

*Description:* Develops innovative options that further the strategic direction of the organization. Encourages creativity and demonstrates appropriate risk/reward analysis when determining which ideas to move forward. Empowers staff to be innovative. Anticipates change and capitalizes on opportunities. Understands and adapts to new challenges. Keeps staff informed and engaged about changes, impacts to the unit, and their work. Successfully builds resiliency and navigates self and others through change and transition while maintaining productivity.

*Please note:* This section is limited to 250 words characters. Any information submitted beyond that limit will not be taken into consideration.