

# 2017 UCI Staff Assembly Excellence in Leadership Award Nomination Form

**Nomination Submission Deadline - April 28, 2017**

**Winners will be announced at the Staff Service Awards Ceremony on June 14, 2017**

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 organizations' 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.

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## Nomination Options

### 1. Online

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

<https://scout.eee.uci.edu/s/ExcellenceInLeadership-2017>

### 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:

Nicole Bourbon, Staff Assembly Vice Chair  
University Advancement  
100 Theory Drive, Suite 250

Irvine CA 92617  
ZOT: 5601

## 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:	



## Nomination Statement

Please provide (in two pages or less) specific examples in which the supervisor being nominated demonstrates the following leadership competencies:

- Authenticity, Integrity, and Trust
- Compassion and caring about their direct reports and others
- Developing their direct reports and others

## Definitions

- **Authenticity, Integrity, and Trust:** Authenticity is a set of behaviors that leads to trust. It is not all or nothing; rather, it includes attributes that each person shows less or more of. Integrity and trust is seen as a direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Compassion and caring about their direct reports and others:** Knows about their concerns and questions; is available for listening; monitors and appreciates extra effort. Demonstrates real empathy with the joys and pains of others.
- **Developing their direct reports and others:** Provides challenging and stretching tasks and assignments; constructs compelling development plans and executes them.

*Please note: This section is limited to **2 pages**. Information submitted on pages beyond this limit will not be taken into consideration. Be sure to include specific examples for **each** leadership competency listed above.*