



## **John Warren Excellence in Leadership and Service Award**

The *John Warren Excellence in Leadership and Service Award* was introduced by the University of Delaware in 2011 to recognize significant accomplishments by supervisory staff in the areas of leadership and service.

### **Standards of Excellence in Leadership and Service**

The following standards are used to nominate supervisory staff for their notable contributions to the University above and beyond performance or job expectations.

#### **Innovative leadership**

- Utilizing effective leadership practices to encourage, motivate and inspire others
- Developing productive internal and external relationships that facilitate the achievement of University goals and objectives
- Resolving obstacles to meet significant goals and objectives

#### **Exemplary Service**

- Supporting internal and/or external constituencies in ways that exceed expectations and result in positive outcomes that advance the University's mission
- Identifying improvements to University practices, policies and/or programs that achieve substantial cost savings or financial benefits while enhancing the ability to support the University's mission

### **Nomination Process**

Nominations for the John Warren Excellence in Leadership and Service are accepted each August. Supervisory staff in any Department/Unit across campus are eligible for nomination.

### **Selection and Notification Process**

An *Excellence in Leadership and Service Committee* reviews all nominations and selects award winners. The Committee is representative of the diversity of our University and is comprised of senior leadership and other staff members across campus. The Committee notifies award winners by October 1 each year.

### **Awards**

*John Warren Excellence in Leadership and Service* award winners shall receive a symbol of appreciation, and a \$1,000.00 monetary gift. An award ceremony and reception for honorees is held annually in the spring.



## Nomination Form

### Nominee Information:

Name (First and Last):	
Job Title:	
Department:	
Address:	
Phone:	
Email:	

### Nominated By:

Name (First and Last):	
Job Title:	
Department:	
Address:	
Phone:	
Email:	

### Nomination Checklist:

- Describe how the nominee demonstrated the qualities referenced in the Standards of Excellence in Leadership and Service listed on page one.
- Enclose two University reference letters from individuals, other than the nominator, familiar with the work cited. The reference letters should confirm and expound on the nominated achievement to explain how the achievement surpasses job responsibilities and performance expectations.
- Provide confirmation from the nominee's supervisor verifying the work they are nominated for was completed.
- Send nomination materials (including references) to Human Resources, at [hrhelp@udel.edu](mailto:hrhelp@udel.edu) by September 1, 2019.

This is a fillable pdf, please download to activate fields.