

Graduate Program Coordinator's Outstanding Contributions Award

What is the Award?

The Graduate Program Coordinator's Outstanding Contributions Award was created to recognize and honor exceptional dedication and outstanding contributions by graduate program coordinators. Recipients of the Outstanding Contributions Award represent individuals who, through their actions, go above and beyond their role to support graduate students in their program and facilitate the attainment of the Graduate College's strategic goals. One award per year in the amount of \$1,500 will be made and recipients will be honored during the Spring semester.

Who can be Nominated?

Any graduate program coordinator who has been in their role for at least 6 months and has not previously received the award can be nominated.

Who can Nominate?

Nomination of candidates for the Graduate Program Coordinator's Outstanding Contributions Award may be made by any student or employee of the University of Arizona. It is incumbent on the nominator to do a particularly compelling and thorough job of documenting the nominee's attributes. **Include at least two but no more than five letters of support not to exceed two pages per letter.**

Information to be Provided in the Nominating Packet:

1. Name of nominee
2. Narrative statements, signed by the nominator(s), describing the individual's exceptional contributions in any or all of the criteria below
3. If applicable, non-university affiliates may provide letters of support.

Selection Procedure

A sub-committee consisting of members of the Graduate College and the Graduate College Academic Administrators Council (G-CAAC) will select the award recipient based on the nomination materials submitted to them. This committee, at its sole discretion, may choose to not award any recipient if nominating criteria were not met. The application packet of the selected individual will automatically be nominated for the [University Award for Excellence](#).

Suggested Criteria

Please see the rubric that the Selection Committee will use in selecting awardees. While it is understood that many GPCs contribute to Unit areas beyond graduate education, selection

for this award will prioritize contributions in the area of graduate education and graduate student success.

Outstanding Achievement on the Job

Actions that constitute performance beyond expected standards, such as:

- Performing extra duties substantially beyond those normally assigned
- Creating space for an exchange of diverse ideas and perspectives
- Identifying gaps in your area and finding ways to initiate positive change as a result
- Serving on a committee or team and creating opportunities for employees to improve skills and abilities
- Making special efforts to mentor others

Exceptional Contributions towards the Effectiveness and Efficiency of Operations

Actions that contribute to the maximum utilization of resources, such as:

- Integrating information or tools/technologies for more efficient/effective use
- Proposing/developing new work methods for streamlining or efficiency
- Proposing/developing new work methods for increasing effectiveness
- Making creative suggestions that save time/money

Outstanding Service to Other Employees, Students or Visitors

Actions that are especially helpful or make a good impression on others, such as:

- Doing things for others that are beyond job requirements
- Exhibiting patience and taking the time to guide someone through a process
- Performing in an exceptionally courteous and cooperative manner
- Being so helpful that others write letters of appreciation

Special Efforts in Promoting Workforce Diversity

Actions that contribute to improving sensitivity to and implementation of diversity and inclusion, such as:

- Increasing awareness of and respect for different cultures
- Being attentive to diversity and proactively being inclusive in the workplace
- Taking action to support and champion diverse populations
- Embedding diversity and inclusiveness into their work duties and responsibilities
- Supporting thought diversity to bring various perspectives into the workplace

Distinguished Efforts in Employee Development/Recognition

Actions that help provide employees with opportunities to learn and to be rewarded, such as:

- Making special efforts to recognize excellence in others
- Creating extra opportunities to improve skills and abilities
- Contributing to an exceptionally supportive, team-oriented environment

How to Submit Nominations

Enter information on the Teams Form <https://forms.office.com/r/ZqhFQBKxur> and upload the nomination packet as **one PDF file**.

Nominations due date: December 20th, 2023, at 5:00pm