Exemplary Staff Employee of the Year (EOY) Program
Nomination Criteria

In 2014, UC San Diego finalized a Strategic Plan which provides values, goals and strategies to help UC San Diego achieve the vision of being a “student-centered, research-focused, service-oriented public university.” The Exemplary Staff Employee of the Year (EOY) Program recognizes career staff employees for efforts to help UC San Diego carryout our mission, achieve our vision and attain our goals. As such, nominators are encouraged to review UC San Diego’s 2014 Strategic Plan Goals and the EOY Award Criteria to determine award eligibility. Narratives should include examples of how the nominee has demonstrated the EOY Award Criteria in support of the UC San Diego Strategic Plan.

EOY Award Criteria
Nominations do not need to exemplify all six criteria. Nominations can focus on one or more than one criteria bullets.

- **Innovation and proactive leadership**
  - Utilizing highly effective practices to inspire and lead others to contribute constructively to the university’s mission
  - Proactively identifying and resolving challenges that interfere with department/divisional/unit activities to further the University’s mission

  *Examples: Support faculty, students and researchers enabling them to meet their goals; introducing students to new experiences or helping them feel connected to the University; and taking the lead to make changes that help remove barriers.*

  *Example of past award recipient: Gina Butcher, Exemplary Staff Employee of the Year for 2014-15, administers the Biomedical Science Graduate Program (BMS) which is ranked nationwide by the National Research Council. She is a strong leader and mentor to her students, and she extends her knowledge and assistance not just in BMS but also outside of the university.*

- **Buildrelationships/partnerships**
  - Developing and utilizing strong, constructive and productive relationships that enable the goals to be met in support of the University’s mission
  - Improving department/division/unit morale through actions not related to job expectations

  *Examples: Establishing and fostering relationships with members of UC community and San Diego community that support the University’s mission and vision; taking the lead in improving morale, engagement and the student/employee experience; and creating strategic partnerships that increase inclusion.*

  *Example of past award recipient: Lindsay Walton, Exemplary Staff Employee of the Year for 2014-15, received high praise from her colleagues in the Structural System Facility. As the Faculty Assistant for the department, Lindsay made sure to treat all faculty, staff and students as family, making sure to be aware of their cultural preferences. She was able to build long lasting relationships with everyone that she works with, making her effective & exemplary in her department.*
• **Support university practices, procedures and policies**  
  o Bringing about significant positive change in support of the University’s mission  
  o Eliminating obstacles to achieving the University’s mission

  _Examples: Revising processes to reduce administrative burden; implementing new policies to support students or research; and creating inclusive practices that improve staff engagement._

  _Example of past award recipient:_ Jennifer Oh, Exemplary Staff Employee of the Year for 2011-12, was recognized for her implementation of bargaining contracts for Postdoctoral Scholars in the U.S., sharing her career development expertise to different administrative departments in UCSD and launching Research Connections for postdoctoral alumni. Her new ideas to utilize university practices and procedures to its best capacity gave her worthy recognition.

• **Extraordinary service to community**  
  o Supporting the campus and/or the San Diego community in ways that exceed expectations and result in unexpected positive outcomes that support the University’s mission

  _Examples: Serving on UC committees or associations to bring about positive changes to the organization; connecting students with diverse community groups to give students experiences and hopefully create a volunteer spirit; building relationships with community organizations to promote the University’s mission._

  _Example of past award recipient:_ Angel Huerta, 2014-15’s Principal Exemplary Staff Employee of the Year, was recognized because of this service in the ECEC community beyond his position as a Senior Food Service Worker. Angel created lasting relationships with the children and families at the center, by volunteering and assisting at ECEC events outside of his position as a Senior Food Service Worker. Angel’s service for the ECEC community goes above and beyond, which was highly recognized that year.

• **Substantial cost-effectiveness**  
  o Identify improvements to policies, practices, and/or program designs that result in substantial cost saving or financial gain to the University while supporting the University’s mission

  _Examples: Improving administrative processes to increase efficiency; developing new practices/systems/tools to reduce expenses; and creating opportunities to ensure financial sustainability and equity._

  _Example of past award recipient:_ Kathleen Margenau, Exemplary Staff Employee of the Year in 2011-12, was able to modernize Business Offices with her creation of a wiki site that was a central site for all administrative tools and reference materials transformed how the Business Office operated. She also implemented electronic filing protocols and procedures that was immensely cost-effective for the Business Office, helping cover costs for the university as a whole. Kathleen’s financial problem-solving skills were utilized not just in UCSD but also outside in the greater San Diego community.
• **Inclusive Excellence**
  
  - Significant contributions that continue to build a diverse, equitable and inclusive campus that enriches the educational experience, strengthens community, promotes critical thinking, and gives the university an intellectual and competitive advantage

  *Examples: Initiating activities which improve our undergraduate and graduate yield of diverse students; substantial commitments to our local community that promote diversity, equity, and inclusion.*

  **Example of Past Award Recipient:** The Inclusive Excellence criteria is new for the 2020 Exemplary Staff Employee of the Year Program. Inclusive Excellence is a key aspect of our Principles of Community and our Strategic Plan.

**UC San Diego’s 2014 Strategic Plan Goals**

1. Deliver an educational and overall experience that develops students who are capable of solving problems, leading, and innovating in a diverse and interconnected world.

2. Cultivate a diverse and inclusive university community that encourages respectful open dialogue, and challenges itself to take bold actions that will ensure learning is accessible and affordable for all

3. Nurture and support a collaborative and interdisciplinary research culture that advances the frontiers of knowledge, shape new fields, and disseminates discoveries that transform lives

4. Support and promote just and sustainable forms of economic development, shared prosperity, and social and cultural enrichment regionally and globally

5. Create an agile, sustainable and supportive infrastructure by ensuring a dedication to service, people, and financial stewardship