# CHANCELLOR’S ACADEMIC PROFESSIONAL EXCELLENCE AWARD (CAPE) PURPOSE OF THE AWARD *DUE DATE June 28th, 2019*

The Chancellor’s Academic Professional Excellence Award (**CAPE**) acknowledges the demonstrated excellence of academic professional staff. The **CAPE** Award honors the contributions of individual staff members and encourages the professional growth and achievement of academic professionals at UIC.

The academic professional staff comprises those staff members on academic appointment whose positions are designated by the President and the Chancellor as meeting special administrative, professional, or technical needs. Academic professional staff members encompass administrative and professional staff members who do not also carry academic ranks.

# AWARD DESCRIPTION

Each winner of the **CAPE** Award receives a $1,000 permanent increase in his or her salary, a certificate, and a pin. The names of the winners are added to the **CAPE** plaque on the first floor of University Hall. In addition, a $2,000 one-time cash award is given to each recipient. Up to six Academic Professionals will receive the CAPE Award.

# EVALUATION CRITERIA

Nominees for the **CAPE** Award are judged in terms of their outstanding contributions and exemplary professional performance to UIC, using ALL of the following guidelines.

* **INTERPERSONAL RELATIONSHIPS AND INDIVIDUAL CHARACTERISTICS** The impact the nominee has on the workplace as demonstrated by responsiveness to the unique demands of the workplace, leadership ability, teamwork, and specific outstanding personal characteristics.

# PROFESSIONAL ACHIEVEMENTS

The effect of the nominee on the goals of the nominee’s unit and the University at large; that is, the actual work of the individual, contributions of the individual to both unit and University committees, and campus-wide activities that enhance the unit and the University.

# EXTERNAL CONTRIBUTION

The contributions of the nominee to his or her professional field and/or community; that is, positions of demonstrated leadership and responsibility; recognition and awards.

# 2019 EMPLOYEE RECOGNITION AWARD CEREMONY & RECEPTION

Tuesday, November 5, 2019 UIC Forum

# ELIGIBILITY CRITERIA

Eligibility for the CAPE award includes the following criteria:

1. Eligible nominees must be permanent Academic Professional employees at UIC (including UIC regional campus locations and University Administration employees based in Chicago). Nominees must be employed for at least five consecutive years at full time or ten consecutive years at 50% time or higher.

Qualifying years of service must be completed by August 15 of the nomination year.

1. Previous winners may be nominated for subsequent CAPE Awards, provided that a minimum of five years has elapsed between the last award received and the next nomination.
2. Past recipients of the Award of Merit or Inspire Award may be nominated for the CAPE Award, provided that a minimum of five years has elapsed between the last award and the CAPE nomination.
3. An employee may not receive any of the following awards in the same Employee Recognition season: Award of Merit.
4. Academic Professional employees who also carry an academic rank (faculty title) and those on a terminal contract are not eligible for the CAPE Award.
5. Any employee with disciplinary action on their University employment record within the last five years will not be eligible for the CAPE Award. Information will be verified by UIC Human Resources.

# NOMINATION PROCEDURE

Faculty, academic professional, support staff, and students of UIC may submit nominations of an academic professional staff member. Nominators need not be direct supervisors of the nominee. The required two-page nominating form is attached, and also is available on the APAC web site ([http://www.uic.edu/orgs/apac/cape.htm).](http://www.uic.edu/orgs/apac/cape.htm)) **Nominations, including the letters of support, job description plus resume/CV, and any other required documents must be submitted no later than noon on Friday, June 28, 2019.**

Nominators are encouraged to resubmit nominations if their nominees are not chosen, although nominations from previous years must be re-submitted for each new cycle of competition because the Selection Committee does not retain the letters of recommendation. Nominators may use materials from an earlier submission but the nominating letter must contain at least one paragraph that reflects an update of current activities within the past year.

# REQUIREMENTS FOR NOMINATORS

Nominations submitted must include the following information.

1. The completed two-page **CAPE** nominating form (below).
2. A narrative prepared by the nominator of no more than three pages stating how the nominee **meets ALL 3** of the **CAPE Evaluation** Award criteria described above.
3. A current vita and/or resume AND a job description provided by the nominee.
4. At least three but no more than five letters of professional endorsements. Two letters, one in addition to the nominator’s must be from UIC faculty, staff, or students. Letters should reflect current contributions of the nominee.

The role of the **CAPE** Award nominator goes beyond the collection and submission of the required documentation. The nominator should convey relevant information about the nominee in the supporting narrative that is not evident in the vita and/or resume or letters of endorsement. This should include the nominee’s interpersonal skills and relationships as well as how the nominee’s professional contributions have enhanced the University’s mission and reputation.

The narrative should also outline the nominee’s professional growth during his or her career at UIC, including how the nominee has contributed above and beyond basic job requirements. This should include a description of the nominee’s University leadership service beyond his or her home unit, for example, University committees, involvement with the Alumni Association, or the Scholarship Association.

The nominator should discuss external contributions in the narrative that may include contributions of regional or national significance in the nominee’s field, and which may not necessarily be related to the nominee’s professional role at UIC. Positions of leadership or significant participation in organizations or activities of local, regional, national, or international importance not directly related to the nominee’s role at UIC may also be included, for example, service on school boards, the holding of political office, and/or work with volunteer organizations or church groups.

The nominator should also consult with the nominee to ensure that appropriate letters of endorsement are solicited. These should include a representative sampling from the individuals with whom the nominee interacts, reflecting his or her personal, professional, and external contributions as described by the nominator in the narrative.

For example, a director of a student service unit (financial aid, admissions and records, accounts receivable, etc.), may solicit letters from other unit managers with whom the nominee interacts regularly, professional counterparts at comparable institutions with whom the nominee interacts at professional meetings, colleagues within the nominee’s unit, and students who have received assistance from the nominee.

The nominator should convey clearly how the nominee is a model of professionalism in his or her chosen field. Specific examples are more effective than general statements about excellence. While the length of the narrative should be limited to no more than three pages, the nominator should pay special attention to the effectiveness of his or her writing in presenting the nominee in the narrative.