



Call for Nominations

2008 Carl A. Donaldson Award

For Excellence in Management

This award, given annually since 1972, is in honor of Carl A. Donaldson. A graduate of the University of Nebraska, Mr. Donaldson devoted his entire 43-year professional career to University service. In 1961, he founded the University Association for Administrative Development.

The Carl A. Donaldson Award was created to recognize UNL's excellent managers in non-faculty positions. An excellent manager is one who:

- demonstrates superior planning, decision-making, and organizational skills
- promotes a teamwork attitude and creates an atmosphere that encourages positive work relationships
- knows when and what to delegate
- communicates effectively and resolves conflicts skillfully
- displays a commitment to self-development and professional growth
- supports subordinates' personal and professional development by providing educational opportunities and fair evaluations.

The recipient of this award receives a plaque, a \$1,000 stipend and a one-year membership to UAAD.

Nominations

Any non-faculty, regular employee who has been at UNL for five years or more, with 50% or greater FTE, and holds management responsibilities is eligible for nomination. Members of the current UAAD Awards Committee and elected UAAD officers, members of the Chancellor's cabinet, and past recipients are ineligible.

UAAD 2007-2008 Awards Committee

Sue Walker, Chair
Brian Keiser, Member
Jelena Gude, Member
Roger Spiehs, Member

Nomination Procedure:

- Submit the nomination form (attached)
- Include two letters of recommendation
- Have the person's supervisor fill out the supplemental questionnaire (attached)

The deadline to submit nominations is **February 1, 2008**. All materials must be submitted at the same time.



Nomination Form
2008 Carl A. Donaldson Award
For Excellence in Management

All materials, including the supplemental questionnaires, are due **February 1, 2008**.

Forward nomination to:

Sue Walker
Awards Committee Chair
279I PLSH (0915)
402-472-1554
swalker1@unl.edu

NOMINEE:

Name: _____
Work Address: _____
Work Phone: _____
E-Mail: _____

NOMINATOR:

Name: _____
Work Address: _____
Work Phone: _____
E-Mail: _____

NOMINEE'S IMMEDIATE SUPERVISOR:

Name: _____
Work Address: _____
Work Phone: _____
E-Mail: _____

Nominator to answer:

Why do you feel this individual should be nominated for the *Carl A. Donaldson Award for Excellence in Management*? Feel free to attach additional pages.



Supplemental Questionnaire
2008 Carl A. Donaldson Award
For Excellence in Management

To nominate an individual for this award we ask that the immediate supervisor provide information and examples demonstrating the nominee's qualifications for this award by answering the following questions. When submitting this questionnaire, you must include two letters of recommendation that provide information about this individual's management skills. Responses are due **February 1, 2008**.

1. Describe the nominee's major areas of responsibilities in her/his current position.
2. How long have you known the nominee?
3. How would you rate the nominee as someone
 - a. to work for?
 - b. to work for you?
4. Describe incidents or give examples illustrating the nominee's exceptional ability at:
 - a. Demonstrating superior planning, decision-making and organizational skills.
 - b. Promoting a teamwork attitude and creating atmosphere that encourages positive work relationships.
 - c. Knowing when and what to delegate.
 - d. Communicating effectively and resolving conflict skillfully.
 - e. Displaying a commitment to self-development and professional growth.
 - f. Supporting subordinates' personal and professional development by providing educational opportunities and fair evaluations.
5. Summarize briefly what you see as the person's greatest impact on the University Community or the most significant results of this person's work.

Feel free to contact the nominee for specific information if you feel it is appropriate.

Please include your name on your responses and return to:

Sue Walker
Awards Committee Chair
279I PLSH (0915)
402-472-1554
swalker1@unl.edu

Thank you for your participation in the nomination process.