

December 10, 2018

TO: CALS Faculty and Staff

FROM: Thomas Browne & Natalia de Leon, Co-Chairs
Equity and Diversity Committee

RE: Nominations for 2019 CALS Equity and Diversity Award

CALS Equity and Diversity Award: The CALS Equity and Diversity Award will recognize individuals and/or groups for their contribution to academic activities and programs that advance the academic and professional climate of diversity, respect, inclusion and equity in the College of Agricultural and Life Sciences. Award recipients will be recognized for outstanding commitments and efforts for equity and diversity.

Eligibility and Criteria: CALS faculty, academic staff, university staff and students in good standing are eligible for award nomination.

Nominations can be made on behalf of self, individuals or groups. Nominees will be evaluated on their efforts to advance the academic and professional climate of diversity, respect, inclusion and equity in CALS. Nominations are expected to include evidence of improvements in diversity, respect, inclusion or equity within CALS in areas such as retention of first generation students, students with disabilities and students of color, more effective participation of women and minorities in governance and decision-making, positive changes in departmental culture and climate and enhanced participation in programs and activities aligned with CALS equity and diversity goals.

Nomination Process: Any faculty, staff or student may initiate nominations for the CALS Equity and Diversity Award by submitting the nomination materials.

Nomination materials for the award include the following:

- 1) *Letter of nomination* containing detailed examples of how the nominee's exemplary performance or engagement meets the criteria of the award. The letter of nomination should clearly identify how the nominee goes above and beyond to advance the academic and professional climate of diversity, respect, inclusion and equity in CALS. The letter of nomination may be from a student, faculty, staff, or community member and may not exceed two pages.
- 2) *Letters of support* should clearly identify how the nominee goes above and beyond to advance the academic and professional climate of diversity, respect, inclusion and equity in CALS. Up to two letters of support may be submitted from students, faculty, staff or community members and may not be from the individual that provided the letter of nomination.
- 3) *Optional supporting materials* should be clearly organized and demonstrate the nominee's merits for the award criteria. Supporting materials may include products, testimonials and other evidence of impact.

All nomination materials should list the nominee's name at the top of each page. Nominations should be emailed in a single PDF submission to Kelly Knapp at kelly.knapp@wisc.edu by **Friday, February 15, 2019** to be considered.

Award Administration: A subcommittee from the CALS Equity and Diversity Committee will review nominations and make recommendations to the Dean. One award will be given each year.

The award will be presented at the CALS Awards Program on May 1, 2019 at 3:00 p.m. in the Ebling Auditorium of the Microbial Sciences Building.

Nominations from previous years do not carry over automatically.