



## **Peter W. Likins Inclusive Excellence<sup>i</sup> Awards 2008 - 2009 Nomination Information and Instructions**

### **Who can nominate?**

Current UA Employees  
Current UA Students

### **Who is eligible<sup>1</sup>?**

Current UA staff, faculty, and students  
including academic or non-academic teams, units, and campus organizations.

### **What are the nomination criteria?**

Nominee (individual, team, or unit/organization) has demonstrated a significant contribution toward creating a diverse and inclusive UA community through the implementation of policies, procedures, initiatives, and/or programs in one or more of the following areas:

1. Recruitment and retention of an excellent and diverse faculty, staff, or student body
2. Fostering equality of opportunity within our campus community
3. Encouraging diverse perspectives on our campus
4. Creating a welcoming and supportive campus climate through efforts such as visibility, communication, and education
5. Other areas critical to establishing inclusive excellence at The University of Arizona

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<sup>i</sup> Inclusive excellence is a term originated by Clayton-Pederson, A. and McTighe-Musil, C. (2005). Defining “Inclusive Excellence.” Making Excellence Inclusive: Preparing Students and Campuses for an Era of Greater Expectations. 6-9: Association of American Colleges and Universities.

<sup>1</sup> To be eligible for nomination, students must be currently enrolled at the time of their nomination and faculty/staff must be currently employed at the time of their nomination. Clubs or organizations must be recognized by the University to be eligible.

## Nomination Categories

You may nominate candidates in one or all of the following six categories:

### **STUDENT AWARDS**

#### *Individual Student*

- ✓ Students must be currently enrolled as UA undergraduate or graduate students at the time of their nomination

#### *Student Clubs/Organizations*

- ✓ Student clubs or organizations must be currently recognized by the University

### **FACULTY<sup>2</sup> AWARDS**

#### *Individual Faculty*

- ✓ Faculty must be current UA employees at the time of their nomination

#### *Faculty Team, Faculty Organization, or Academic Unit<sup>2</sup>*

- ✓ Interdisciplinary faculty teams or teams composed of faculty who are not within the same unit or organization
- ✓ Academic units may be colleges, departments, or other organizational units

### **STAFF<sup>3</sup> AWARDS**

#### *Individual Staff*

- ✓ Staff must be current UA employees at the time of their nomination

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<sup>2</sup> Faculty must be current UA employees at the time of nomination. Faculty organizations must be recognized by the University to be eligible.

<sup>3</sup> “Staff” includes classified staff and appointed personnel who are not members of the faculty.

## **STAFF<sup>4</sup> AWARDS (Continued)**

### *Staff Team<sup>5</sup>, Staff Organization<sup>6</sup>, or Non-Academic Unit*

- ✓ Staff teams composed of staff who are not within the same unit or organization
- ✓ Non-academic units may be organizational units or departments

## **Where can I pick up nomination forms?**

Pick-up or download nomination forms at any of the following award sponsor locations or websites:

**Diversity Resource Office (DRO)**  
Dr. Martin Luther King, Jr. Building, Room 312  
1322 E. First Street  
P.O. Box 210128  
Tucson, Arizona 85721-0128  
<http://diversity.arizona.edu/excellence.shtml>  
(520) 626.5502

**Equal Opportunity and Affirmative  
Action Office**  
University Services Building, Suite 217  
888 N. Euclid  
PO Box 210158  
Tucson, Arizona 85721-0158  
<http://fp.arizona.edu/affirm/doc/plieanf.pdf>  
(520) 621.9449

**Center for Student Involvement and Leadership**  
Student Union Memorial Center, 4<sup>th</sup> Floor, Room 404  
1303 E. University Blvd.  
PO Box 210017  
<http://www.union.arizona.edu/sjlc>  
(520) 621.8046

## **What is the deadline for submission?**

The Diversity Resource Office must receive all materials by  
**5:00 pm on Friday, April 3, 2009**

## **Who do I contact if I have questions?**

You may contact Kimberly Ryan at (520) 626.5502 or at [kryan@email.arizona.edu](mailto:kryan@email.arizona.edu)

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<sup>4</sup> “Staff” includes classified staff and appointed personnel who are not members of the faculty.

<sup>5</sup> Comprised of current UA employees at the time of nomination.

<sup>6</sup> Staff organizations must be recognized by the University.

## How do I nominate an individual candidate?

To nominate a faculty, staff, or student:

- ✓ Complete the "Award Nomination Form." Use Form A for faculty, Form B for staff, and Form C for student nominations
  - Type or print all the required information
  - Include the nominee's contact information
  - Provide your contact information
- ✓ Write a letter of nomination. Directions for writing the letter can be found in *"What is important to include in my nomination letter?" (page 5)*
- ✓ Submit at least two letters of support. Refer to instructions under *"What should I know about letters of support?" (page 5)*
- ✓ Nominate more than one candidate by completing a separate form for each nominee

## How do I nominate a team, organization, or unit?

- ✓ The process is very similar to nominating an individual. Use Form D for faculty teams, organizations, or academic units and Form E for staff teams, organizations, or non-academic units. Use Form F for student club/organization nominations. Use Form G for additional team members' names (applies to all types of nominations in this category).
- ✓ Complete the "Award Nomination Form" and include the following as appropriate:
  - For an academic or non-academic unit, faculty or staff organization, use the unit or organizational leader's information under "name" and list the unit or organization on the next line
  - Include the team, unit, or organizational mission statement in your nomination letter
  - For a student organization, provide the organizational advisor's name and contact information, history of the organization, and its mission
  - Provide your contact information
- ✓ Write a letter of nomination. Directions for writing the letter can be found in the section entitled *"What is important to include in my nomination letter?" (page 5)*
- ✓ Submit at least two letters of support. Review directions under *"What should I know about letters of support?" (page 5)*

## What is important to include in my nomination letter?

- ✓ Your nomination letter should *not* exceed more than three pages. Vitaes or resumes may *not* be submitted in lieu of a nomination letter
- ✓ Include the nominee's name in the top right hand corner of *each* page of your nomination letter
- ✓ Your nomination letter must provide *specific examples* to substantiate the nominee's contribution to one or more of the following criteria:
  - ✓ Recruitment and retention of an excellent and diverse faculty, staff, or student body
  - ✓ Fostering equality of opportunity within our campus community
  - ✓ Encouraging diverse perspectives on our campus
  - ✓ Creating a welcoming and supportive campus climate through efforts such as visibility, communication, and education
  - ✓ Other areas critical to establishing inclusive excellence at The University of Arizona

## What should I know about letters of support?

- ✓ Include in support letters evidence which substantiates the nominee's contributions to one or more of the criteria listed above
- ✓ Letters should *not* exceed two pages
- ✓ Please submit a minimum of two letters of support
- ✓ Be sure to include the nominee's name on the upper right hand corner of each page of the letter of support

## Where do I submit my nomination?

Before you submit your nomination, use the "*Nomination Submission Checklist*" to help you ensure your nomination materials are complete and all requested materials are included. **Incomplete nominations will not be considered.**

You may submit your nomination materials to the Diversity Resource Office (DRO) by:

Returning your materials to the DRO on the Third Floor, Room 312, Dr. Martin Luther King, Jr. Building,  
P.O. Box 210128 Tucson, Arizona 85721-0128  
Or Fax to 520.626.7612

The Diversity Resource Office must receive all materials by  
**5:00 pm on Friday, April 3, 2009**

*The Peter W. Likins Inclusive Excellence Awards are sponsored by the Diversity Resource Office in collaboration with the Equal Opportunity and Affirmative Action Office, Office of the President, Residence Life, Center for Student Involvement and Leadership, Dean of Students, and the Student Union Memorial Center.*