The Peter W. Likins Inclusive Excellence Awards & Richard Ruiz Diversity Leadership Faculty Award Nomination Information and Instructions

Who can nominate?
Current UA students and employees

Who is eligible\(^1\) for the award?
Current UA staff, faculty, and students

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 UA

Nomination Categories\(^2\)

Student Award
- *Individual Student or Student Clubs/Organizations*

Staff Award
- *Individual Staff, Staff Team, Staff Organization, 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

Academic Program Award
- *Faculty Team, Faculty Organization, or Academic Unit*
  - 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

Richard Ruiz Diversity Leadership Faculty Award
- *Individual Faculty Member*

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\(^1\) To be eligible, students must be currently enrolled and faculty/staff must be currently employed at the time of their nomination, and clubs/organizations must be recognized by the University.

\(^2\) You can make multiple nominations with a separate nomination packet for each nominee.
How do I nominate?

- Complete the correct form corresponding to your nomination (e.g., fill out the “Student Award Nomination Form” if you’re nominating a student)
- Write a letter of nomination
- Submit at least two letters of support

For team, organization, or unit nominations, also include the following as appropriate:

- Include the team, unit, or organizational mission statement in your nomination letter
- Use the supplemental form to list additional members of team nominations as appropriate

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 on each page of the letter in the top right corner
- 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 UA

What should I know about letters of support?

- Letters should not exceed two pages
- Include the nominee’s name on each page of the letter in the top right corner
- Please submit a minimum of two letters of support
- Support letters should include evidence which substantiates the nominee’s contributions to one or more of the criteria listed above

Where do I submit my nomination?

- Use the “Nomination Submission Checklist” form to help you ensure your nomination materials are complete. Incomplete nominations will not be considered.
- Email your nomination packet to: diversity@email.arizona.edu.
- **Deadline: Due by 5:00 pm on Friday, December 18, 2015**

*The Peter W. Likins Inclusive Excellence Awards and the Richard Ruiz Diversity Leadership Faculty Award are sponsored by the Programs for Inclusive Excellence, Office of the Provost, in collaboration with the Division of Human Resources.*