About AGE Nomination

We are happy to announce a new Achieving Geriatrics Excellence (AGE) nomination process for timely peer-to-peer recognition of UW Academic and University staff from/to the Division of Geriatrics and WAI. AGE allows non-PIs and non-Administrators to recognize fellow UW colleagues through an individual nomination or a team nomination. Nominations are accepted from within the Division of Geriatrics or WAI to peers within the Division of Geriatrics or WAI (no external nominations are accepted). Now is the time to celebrate the amazing successes of our colleagues, both individually and across teams!

There are four individual nominations, ranging from a Thank You to $500:

<table>
<thead>
<tr>
<th>Individual Nomination Levels:</th>
<th>Examples for an Individual Nomination:</th>
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</thead>
<tbody>
<tr>
<td>- <strong>Level 1:</strong> Within the individual’s current duties</td>
<td>- <strong>Thank You Note:</strong> Person covering for a study visit during a vacation.</td>
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<tr>
<td>- <strong>Level 2:</strong> Single study or process improvement</td>
<td>- <strong>$150:</strong> A process improvement for 1 study (i.e. recruitment improvement to receive additional funding)</td>
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<td>- <strong>Level 3:</strong> More than 2 studies</td>
<td>- <strong>$300:</strong> Positively impacts other processes in a full program (i.e. an SOP)</td>
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<td>- <strong>Level 4:</strong> Impact across the organization or cost savings</td>
<td>- <strong>$500:</strong> New process improvement for a program and beyond a program; could be recommended to apply for the UW Madison Administrative Improvement Awards</td>
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Team awards recognize each member of a group through a Thank You, team luncheon, or beyond. There are three levels of team recognition:

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<th>Team Nomination Levels:</th>
<th>Examples for an Individual Nomination:</th>
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<tr>
<td>- <strong>Level 1:</strong> Within the team’s current duties</td>
<td>- <strong>Thank You Note:</strong> Person covering for a study visit during a vacation.</td>
</tr>
<tr>
<td>- <strong>Level 2:</strong> Single study or process improvement</td>
<td>- <strong>Team Luncheon:</strong> A process improvement for 1 study (i.e. recruitment improvement to receive additional funding), OR positively impacts other processes in a full program (i.e. an SOP)</td>
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<tr>
<td>- <strong>Level 3:</strong> Impact across the organization or cost savings</td>
<td>- <strong>Team Luncheon:</strong> New process improvement for a program and beyond a program; could be recommended to apply for the UW Madison Administrative Improvement Awards</td>
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The Administrators across the Division of Geriatrics and WAI (Hanna Blazel, Amy Hawley, Toni Hofhine, and Donna Cole) will be advising/approving the nominations.
Processing of AGE Nominations:

- UW Academic or University staff member submits an on-line nomination and provides information to detail why the fellow staff member(s) should be considered to receive an AGE Nomination Award. An award amount is selected.
- Every month, the Administrator team (Hanna Blazel, Amy Hawley, Toni Hofhine, and Donna Cole) meet to discuss any submitted AGE nominations.
  a. Team reviews submittals and compares with any past nominations.
  b. Team has the right to approve submittals or make recommendations to adjust the amount of the nominations.
    i. If there is a nomination that is not receiving an award, a response will be sent to the nominator that their nomination was not selected for an award.
    ii. All efforts will be made to process the thank you or lunch within the month, since this time frame does not involve HR processing time.
    iii. If Thank You card(s) is/are provided, signatures will be obtained from the Administrator team, Cindy, Gina, and/or Sanjay. The card(s) is/are provided to the nominator to give to the recipient(s).

Evaluation of Nominations:

Nominations are evaluated according to the impact rating criteria to determine if the original nomination award level is appropriate or requires consideration for adjustment.

Notifying Nominators and HR:

For any changes or questions, a communication is sent to the nominator to consider and to provide any additional information.

- Once nominations for the month are finalized, a communication is sent to Patrick Hanson (Geriatrics HR) or Kassie Hefty (WAI HR) to process final approval within a month’s time.
- Regular updates are sent to both Drs. Asthana and Carlsson to communicate who has received nominations and awards.

Notes:

FY20 is our first year, and our budget is finite. We encourage you to nominate a potential recipient, but not all recipients will receive an award. When you submit your nomination, please be as specific as possible in providing details to assist the committee in evaluating the merit of the nomination.

Nominations are open only for Academic and University staff from the Division of Geriatrics or WAI (Madison and Milwaukee). Nominations should be submitted for current or recently completed activities or actions.

Team luncheon nominations will be put through the formal SMPH Official Function Pre-Approval Form to be compliant with the SMPH policy.

All monetary recognition awarded is taxable income. The recognition award amounts listed are pre-tax amounts.
Online Form -
https://uwmadison.co1.qualtrics.com/jfe/form/SV_3EiiTFLOmPLEUtf

AGE Nomination

Thank you for taking time to recognize your colleague(s)!

Using the AGE recognition tool allows you to nominate Academic and University staff from the Division of Geriatrics or WAI (Madison and Milwaukee). In order for your nomination to receive full consideration, it should be submitted for a current or recently completed activity or action.

Person Nominating Award (i.e. Your Name)

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Your email address

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Select Individual or Team Recognition

- Individual

- Team
Individual AGE Award Nomination

Name of Award Recipient

Recipient’s Email Address

Individual AGE Award Levels

Please select ONE option from the Individual Awards. Only one nomination is allowed per justification.

Individual Awards

- Thank You Note
- $150
- $300
Individual AGE Award Justification

AGE Nomination

Justification for Individual Award (why do they deserve this recognition?). Please explain with sufficient detail the impact of the action or activity.

Team AGE Award Nomination

AGE Nomination

Names of Team Award Recipients

Emails of Team Award Recipients
Team AGE Award Levels

Please select ONE option from the Team Awards. Only one nomination is allowed per justification.

Team Awards

- Thank You Note
- Lunch Party

Team AGE Award Justification

Justification for Team Award (what did the full team (i.e. each team member) do to deserve this recognition?)

|   |
AGE Nomination

What was the situation before the team's actions?

|  |

AGE Nomination

What is the situation today as a result of the team's actions?

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