

*NOTE: This is an example of the level of detail and supporting information expected from quality nominations. The people and events used are fictional.*

## Outstanding Supervisor Award Example One:

1. How has the nominee had a significant impact on the University in the last two years?  
Consider the following characteristics in your response:
  - a. Be currently functioning in a supervisory capacity
  - b. Demonstrate exceptional leadership ability
  - c. Contribute to and demonstrate a commitment to the University's [core purpose and values](#)
  - d. Maintain open lines of communication within the department and across the University
  - e. Create a positive, supportive, and motivating work environment
  - f. Demonstrate a growth mindset and are open to feedback
  - g. Encourage continuous learning and professional development
  - h. Demonstrate fairness in resolving issues (3000 character limit)

As Chair of the department, I give my strongest possible endorsement of Jenni Miller for the Outstanding Supervisor Award. Over time, Jenni has built trust and created a safe place for staff to share concerns. Her dedicated and warm leadership allows any issues that arise to be resolved quickly and fairly. I see her actively and regularly seek discussion with and feedback from staff on how things can be improved, showing that listening is a fundamental attribute of great leadership. Her concern extends beyond the staff. Recognizing challenges to the Department's sense of community during the pandemic, Jenni took the lead on developing a new Seminar Series. She worked with faculty to identify a range of speakers who could discuss a variety of current issues. This new Seminar Series is attended by students, staff, and faculty and have brought all of us together in a novel way even through our physical separation. I'm sure that all nominators are heralding supervisors' exceptional actions during the pandemic. Here again Jenni's commitment and leadership went far beyond the norm. Of course Jenni masterfully navigated the transition to work-from-home, protected staff from overwork, and worked through faculty/student logistical (and emotional) concerns. Further, for the last two years, the Department has experienced a unique additional crisis – in May, our newly-hired graduate coordinator become seriously ill within a few weeks of being hired. Once it became clear that the coordinator would not return to work, Jenni stepped in to cover the role until a new coordinator was hired. To restate: in addition to the expanded role she played as manager during the crisis, Jenni performed as graduate coordinator too. Anyone who knows Jenni would not be surprised to hear that during this time she also created a training manual for the position as well as a new graduate student tracking system. Our new graduate coordinator walked into a better position in September than the one we had in May. Jenni Miller's supervisory prowess is a true asset for the University. She deserves to be recognized with this award.

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2. Provide an example of how the nominee's leadership within the last two years has contributed to and demonstrated a commitment to the University's strategic goals of People, Place, and Pursuits as outlined in [Change Starts Here](#), the University's 10-year strategic plan. (3000 character limit)

Multiple staff and all prior chairs that have worked with Jenni urged me to nominate her for this award and I believe from their responses you will see how Jenni epitomizes commitment to the University's 10-year strategic plan: "Jenni first and foremost leads by example by demonstrating a can-do attitude, remaining calm, cool and collected in an even-handed, solution-based management style, evident in our staff meetings and departmental daily operations. Jenni sincerely values her staff, and her philosophy is win-win: she is of the mind that an empowered worker is a productive one, and to that end she is a proponent of continuous professional development, not only for a particular job, but also throughout one's career." Keith Clark, Senior Administrative Associate "Jenni serves not only as department manager but the pillar that the department relies on to continue functioning. She has been a source of support for many faculty, staff, and students during these difficult times while taking on additional responsibilities and roles during changes in staffing. Jenni authentically enjoys her job, approaching each day with enthusiasm regardless of the hurdles that may arise." Emily Rose, Graduate Coordinator "Jenni is a warm, positive presence with motivating managerial skills. She organized, streamlined, and absolutely transformed the office, making it run more smoothly and efficiently than it ever has before. We are incredibly lucky to have her!" Vicky Johnson, Senior Administrative Associate "I nominate Jenni not just because she keeps the Department afloat but because she makes it better with her innovations, clear eye for improvement and efficiency, and uncanny ability to identify and address problems." Juan Hernandez, Professor former Chair "Jenni Miller is an outstanding supervisor. As the chief administrator of the department, her first priority is its smooth and efficient running, which she expertly achieves. She also works hard to promote the safety, health, and well-being of our community. Especially evident during the current crisis, she has stepped up to make sure that graduate students, staff, and faculty have the resources we need during the pandemic. She has taken the initiative to organize events to keep our community together and thriving. Although she works tirelessly to promote our department, she is always generous in recognizing the contributions of others. Jenni Miller is the soul of the department. Every day I am reminded of our indebtedness to her. She richly deserves this award." Chris Roberts, Professor, former Chair

3. Is there anything else the review committee should consider in reviewing the nomination? (1500 character limit)

When Jenni was first hired, our office was in chaos—mistrust and no direction or leadership after years of problems with the Dept. Manager position. Stepping into this mess, Jenni completely rebuilt the office by working to build trust and self-esteem of employees,

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supporting their work performance, encouraging an attitude of excellence and kindness, and improving conflict resolution. She developed effective tracking systems, financial management processes, faculty leave and course loads, etc. Under her leadership, we now operate efficiently and effectively, even with one of the lowest staff to faculty ratios of any department in the College. Jenni has improved training, education, and mentoring of new staff; encouraged communication, camaraderie, and support among the staff, and implemented cross-training across staff positions. As evidence of how she encourages professional development, every single one of our employees have been promoted at least once during her tenure.

## Outstanding Supervisor Award Example Two:

1. How has the nominee had a significant impact on the University in the last two years? Consider the following characteristics in your response:
  - a. Be currently functioning in a supervisory capacity
  - b. Demonstrate exceptional leadership ability
  - c. Contribute to and demonstrate a commitment to the University's [core purpose and values](#)
  - d. Maintain open lines of communication within the department and across the University
  - e. Create a positive, supportive, and motivating work environment
  - f. Demonstrate a growth mindset and are open to feedback
  - g. Encourage continuous learning and professional development
  - h. Demonstrate fairness in resolving issues (3000 character limit)

John Smith has competently served the University of Texas most recently in the roles of Manager and also in the interim Associate Director role. In his primary role of Manager, John tirelessly focuses his attention providing his team of Project Managers, Managers and Personnel, and Administrative Support staff with the upmost in dedication for their missions, while providing University clients with quality and affordable alternatives to their service needs as well as supporting major events on campus. He places a special focus on the safety of work environments for his employees as well as securing locations both on and off campus for the safety of all students and staff. John promotes an environment of collaborative support where employees are encouraged to share different perspectives to increase service efficiency and reduce costs to the staff we support. He heads numerous meetings each week and is quick to request employees to share experiences and insights that they have for process improvement. John is an outstanding mentor and has an open-door policy making himself available to all his staff to offer insight and provide resolutions to obstacles that they are facing. As of Spring, John not only served the role of Manager, but also assumed the role of Interim Associate Director when Mary Reed was promoted within the organization. While serving in this position until Fall, John assumed many additional

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responsibilities to increase productivity, manage budgets and increasing organization structure. In this role, he has successfully improved work processes and procedures, while managing division budgets to include forecasting, tracking and allocation management. Although his responsibilities greatly increased during this period, he steadfastly continued to inspire his staff and deliver services to the University in the timely manner that they are accustomed to receiving.

2. Provide an example of how the nominee's leadership within the last two years has contributed to and demonstrated a commitment to the University's strategic goals of People, Place, and Pursuits as outlined in [Change Starts Here](#), the University's 10-year strategic plan. (3000 character limit)

John Smith epitomizes the core values and goals of the strategic plan for the University of Texas. John actively encourages his staff to seek continuing education opportunities to better serve UT while further developing their skill sets. John's leadership style can best be described as supportive as he leads a large staff daily with a spirit of integrity and honesty, with a focus on safety and resource allocation. Much of John's time is spent strategically encouraging his staff to provide excellence in customer service, while also serving in recruitment, selection, coaching and evaluation of staff members. While serving in dual roles, John has consistently provided leadership and served in a role to find solutions to issues facing University staff and students. John served as an emergency resource during the February Austin freeze event when many of our buildings were damaged. John was instrumental in successfully supporting student events such as multiple commencements, Gone to Texas, etc. John realizes that the work we do is important, but the "why" we do it is more important. Our "why" is the students of UT and contributing to their success. John encourages his staff to realize that they are crucial to the support of staff and students of the University, and that we are successful as an organization with each student that graduates. These graduates go on to continue to do amazing work all over the globe, and the efforts of the team John leads were a catalyst in their future.

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John has successfully served in the Interim Associate Director position two times in the past four years. As of this week, John was promoted to the role of Associate Director. When announcing his promotion to his staff, he was quick to acknowledge their contributions to his success. John is never one to put himself first - he is the promoter and mentor to the staff he leads. He is quick to realize that every project we support and every improvement that is made is a team effort. Our team is successful because of the leadership, devotion, and service excellence that John Smith provides daily. I personally feel honored to work for such an honest, fair, and trustworthy leader.

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## Outstanding Supervisor Award Example Three:

1. How has the nominee had a significant impact on the University in the last two years?

Consider the following characteristics in your response:

- a. Be currently functioning in a supervisory capacity
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- d. Maintain open lines of communication within the department and across the University
- e. Create a positive, supportive, and motivating work environment
- f. Demonstrate a growth mindset and are open to feedback
- g. Encourage continuous learning and professional development
- h. Demonstrate fairness in resolving issues (3000 character limit)

I am honored to nominate Sarah Reed for an Outstanding Supervisor Award. In the past two years, Sarah has exhibited extraordinary dedication, leadership, and commitment to our university's core purpose and values, making a significant impact on both the department and the broader university community.

Sarah has displayed remarkable leadership skills in various capacities, both within their department and in university-wide initiatives. They led a cross-functional team that successfully implemented a new system for streamlining administrative processes, resulting in increased efficiency and cost savings in the range of 4M a year. Their ability to inspire and guide the team to successfully complete and implement the project was truly exceptional.

In addition, Sarah took the lead in organizing a series of workshops aimed at enhancing leadership and management skills among staff members. They used a combination of pre-work using competency playlists on LinkedIn Learning and then brought in facilitators for group workshops that we participated in as a team. The positive feedback received from participants attests to their extraordinary ability to motivate and guide others towards personal and professional growth. One especially well received workshop was on communication styles.

Sarah is a true embodiment of the university's core values. They consistently prioritize the well-being and success of students, faculty, and staff. Their commitment to diversity and inclusion is evident through their involvement in organizing events that promote understanding and unity among the diverse members of our university community.

Sarah also played a pivotal role in implementing sustainability initiatives on campus, aligning with our university's commitment to environmental responsibility. This not only

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reduced our ecological footprint but also demonstrated their unwavering dedication to advancing the university's core purpose.

Sarah is a champion of transparent and open communication. They have introduced regular departmental meetings, creating a forum for discussing concerns, sharing achievements, and fostering collaboration. Moreover, Sarah actively participates in university-wide committees such as UT Staff Council, ensuring that their department's voice is heard in decision-making processes. They consistently seek input and feedback from their colleagues and subordinates, demonstrating their dedication to improving processes and fostering a culture of open and honest communication.

Sarah exemplifies a growth mindset in their approach to professional development. They actively seek feedback from colleagues and supervisors to continuously improve their performance. Their willingness to admit and learn from mistakes sets a positive example for others. They have also encouraged their colleagues to embrace a growth mindset and take on new challenges, resulting in higher innovation and adaptability within the department. A personal example is last year there was an opportunity to work with a team on coding part of the new system and although I didn't have experience in the specific language we were using Sarah gave me the opportunity to work with the team and learn the new language and even though I made mistakes along the way Sarah encouraged me and together with the team we finished the project on time.

2. Provide an example of how the nominee's leadership within the last two years has contributed to and demonstrated a commitment to the University's strategic goals of People, Place, and Pursuits as outlined in [Change Starts Here](#), the University's 10-year strategic plan. (3000 character limit)

Throughout the last two years, Sarah has been an extraordinary source of inspiration and support to both their team and the broader university community. Their leadership qualities have not only enhanced the professional development of their team members but have also played a pivotal role in achieving the university's strategic objectives.

A clear illustration of Sarah's remarkable leadership and dedication to the university's strategic goals can be found in their contribution to the "People" pillar of the strategic plan. Sarah has gone above and beyond to foster a diverse and inclusive work environment, recognizing that a diverse team is essential to achieving our institutional goals. They have been instrumental in implementing initiatives that ensure that every team member feels valued and empowered. Their efforts have led to an increase in staff retention rates, a more dynamic work atmosphere, and ultimately, a more robust and inclusive community at UT.

Moreover, Sarah has demonstrated a genuine commitment to the "Place" pillar of the strategic plan. They have actively supported research initiatives and advocated for investing

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in cutting edge technology while talking with innovators in Austin and beyond. Their leadership has led to the implementation of several measures, including an upcoming symposium in partnership with the Kendra Scott Women's Entrepreneurial Leadership Institute that will bring together various colleges on campus.

Finally, Sarah has played a significant role in advancing the "Pursuits" pillar of the strategic plan. Their innovative and strategic thinking has inspired their team to explore new opportunities, adapt to changing circumstances, and collaborate across departments to pursue academic excellence. Their mentorship and guidance have resulted in the successful launch of several interdisciplinary projects and research endeavors, aligning closely with the university's commitment to academic advancement.

3. Is there anything else the review committee should consider in reviewing the nomination? (1500 character limit)

In conclusion, Sarah exemplifies the core values of the University of Texas at Austin's strategic plan, demonstrating an unwavering dedication to the university's strategic goals of People, Place, and Pursuits. Their remarkable leadership abilities, unwavering commitment to the university's core values, dedication to open communication, creation of a positive work environment, embrace of a growth mindset, and promotion of continuous learning are qualities that make them truly deserving of an Outstanding Supervisor Award. Sarah has not only improved the department but also contributed significantly to our university's mission and values and advancing the University's Strategic Plan.

I wholeheartedly endorse Sarah for this prestigious award and firmly believe that their outstanding contributions merit the recognition and honor that come with it.