

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

The University of Oklahoma

Norman Campus

MEMORANDUM

TO: Deans/Directors/Chairs
Provost's Advisory Committee for Financial and Administrative Management
A/B Distribution

FROM: Nancy L. Mergler, Senior Vice President and Provost

DATE: January 12, 2009

SUBJECT: Jennifer L. Wise Good Stewardship Award

The Jennifer L. Wise Good Stewardship Award has been established to recognize outstanding contributions made by staff, who have been determined to demonstrate the qualities associated with good stewardship. This award is in honor of the late Jennifer L. Wise.

The College of Geosciences was formed in 1981, and Dr. David Stearns, Interim Dean, hired Jennifer soon after. They worked side by side to build the first budget. Jennifer was the sole person to serve as the College level financial administrator for the entire life of the College of Geosciences. She was a tremendous influence in the quest of good stewardship of the University's resources. Her contributions to the University through her loyalty, caring attitude, and service have touched so many. In Jennifer's memory, we will pass this honor each spring to another employee that has demonstrated good stewardship and excellent service to the University.

Attached is the criteria and nomination form for the Jennifer L. Wise Good Stewardship Award. Nominations are due to the Office of the Senior Vice President and Provost, Evans Hall Room 104, by Friday, February 20, 2009. If you have any questions, please contact Mechelle Gibson at 325-3228.

NLM:sw
Attachments

Jennifer L. Wise Good Stewardship Award

GOAL:

The Jennifer L. Wise Good Stewardship Award is designed to recognize outstanding contributions made by University of Oklahoma staff who have been determined to have demonstrated the qualities associated with good stewardship.

AWARD:

One \$1,500 award may be given annually to a staff employee. The staff member receiving the awards will be recognized during OU Staff Week.

ELIGIBILITY:

To qualify for the Jennifer L. Wise Good Stewardship Award, the staff member must be appointed through the Norman Campus for at least three consecutive years, not counting student or other temporary employment, with an FTE of 100%. The staff member must not have received a monetary award from the Staff Senate member group within the past three years. Faculty, students and other temporary employees, executive officers and administrative officers are not eligible for recognition through this program.

CRITERIA FOR SELECTION:

To qualify for the Jennifer L. Wise Good Stewardship Award, candidates must have consistently provided excellent service and good stewardship of the resources available to the University of Oklahoma. The outstanding staff member should reflect perspective, initiative, and efforts that transcend the boundaries of the good stewardship responsibilities.

Candidates also should exhibit the following professional and personal characteristics:

- demonstrate outstanding financial and/or administrative management skills
- effective interpersonal communication and organizational skills
- ability to address crisis situations in a professional manner
- mastery of institutional regulations, policies, and procedures

SELECTION PROCESS:

The Senior Vice President and Provost distributes a call for nominations letter in January. Nominations are returned to the Provost's office by mid-February. Each nomination must be accompanied by a minimum of two and a maximum of four letters of support, which specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the department chair or an individual who serves in a supervisory capacity to the nominee. The recommendations of the designated selection committee are due to the Provost's Office by the beginning of March. The Senior Vice President and Provost makes the final selection of award recipients, who are recognized at ceremonies in April.