



UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH

NATIONAL CENTER FOR ATMOSPHERIC RESEARCH | UCAR OFFICE OF PROGRAMS

RICHARD A. ANTHES
UCAR PRESIDENT
303-497-1652
ANTHES@UCAR.EDU

12 July 2011

MEMORANDUM

TO: Directors or Managers of:
NCAR
NCAR Labs, Divisions, Programs, and Institutes
UCP
UCP Programs
UCAR Finance and Administration
UCAR Corporate Affairs
Administrators for all programs listed above

FROM: Rick Anthes *Rick*

SUBJECT: 2011 Distinguished Achievement and Outstanding Accomplishment Awards

This request is for the annual Distinguished Achievement and Outstanding Accomplishment Awards nominations. With performance reviews recently or soon to be completed, you undoubtedly have staff in mind that you would like to nominate for one of the awards. Staff members recognize that competition for these awards is intense and even being nominated is an honor.

Although nominations are not due until October, ample time to consider and prepare thoughtful, well-written, and thorough nominations is helpful. I want to take this opportunity to thank those of you who will put forth the effort to nominate deserving individuals. I realize the significant time involved, and I greatly appreciate all that you do to recognize the excellent work being done at our institution.

This past year's jury was appreciative of the fact that the majority of nominators are using the Criteria Checklists and most of the nominations met all the criteria. The procedures for the Employee Recognition Awards (Policy 6-14) and the two sets of Criteria Checklists may be found at this url: <http://www.fin.ucar.edu/polpro/section6/6-14.html#da>. **Please note that there are differences in the checklists including the number of pages allowed for each type of nomination.** The Distinguished Achievement award nominations are allowed four pages for the nomination and four pages of supporting material. The six Outstanding Accomplishment Award categories (Publication, Scientific and Technical Advancement, Administrative Achievement, E&O, Mentoring, and Diversity) are allowed only three pages of nomination material and three pages of supporting material.

Those preparing these nominations should take into account that the jury is comprised of both scientists and non-scientists. Particularly the executive summary that delineates the significance, impact, and/or importance of the work should be written with a layperson's perspective in mind.

The jury this past year also wanted to encourage those making these nominations to try to secure strong letters of recommendation and support. Also, in either the nomination or the letters of support, please briefly identify the relationship of the supporter to the nominee(s) and/or the supporter's qualifications in the field (i.e. Director of....., or Co-PI on....., or Winner of X in X field, etc). Please don't assume that because someone is well known or highly esteemed in a particular field, they are recognizable to all the jury members.

The jury was also appreciative of the fact that most nominators this past year limited the number of publications nominated to one, even if the nominated paper was part of a series of publications. As before, the other publications may be referenced in the nomination.

Please submit 23 copies of each nomination and supporting documents (including copies of the nominated publications) to my office by COB Friday, 7 October. Please note that this is a week earlier than normal. The schedule had to be adjusted this year to accommodate the NSF UCAR Management Review. Attach a single transmittal memo that includes the nominator's name, the person or persons being nominated, and the award for which they are being nominated. Affix this identifying memo to only the top copy of the submitted nomination materials. Having contact information will be helpful if there are questions or the jury would like to provide feedback at the end of the process.

Please note that nominations which are not received by the deadline and/or which do not follow the guidelines and criteria will be returned to the nominators.

As a reminder, if you are considering a team nomination, please double check with the supervisor or manager to make sure that everyone who has significantly contributed to the object of the nomination is included and their contribution is specifically stated in the nomination. Belatedly adding additional staff to a nomination creates additional work and confusion, especially if it is late in the process. Also, a supervisor or manager may have additional information that would strengthen the nomination. Last but not least, please make sure that all names are spelled correctly as well.

Thank you again for your participation in recognizing the important contributions and accomplishments of UCAR/NCAR/UCP staff. Decisions made within your entity will help us ensure that the most significant and noteworthy achievements are recognized. If you have any questions about this year's process, please feel free to contact Susan Montgomery-Hodge (ext. 1653 or montgoms@ucar.edu).

- END OF MEMORANDUM -