ERAP 2025 Kick-off December 2, 2024 - Nominations due January 24, 2025

The time has come once again to celebrate the incredible contributions of our campus staff! Each spring, we have the privilege of formally recognizing outstanding individuals who go above and beyond, exemplifying excellence, outstanding performance, and an unwavering commitment to professionalism.

Thanks to your valuable feedback, we're excited to announce that we've made some key updates to our awards process! Your insights helped shape ERAP 2025, and we're proud to introduce changes that reflect what matters most to our campus community.

One of the biggest recommendations we received was the need to better recognize our rising stars – and we listened! *That's why we've introduced the **Newcomer Excellence Award**, honoring a full-time University Work Force staff member who is newer to our community but already making a big impact.* This staff member must have completed at least one year of service by March 1, 2025, but no more than three years by the same date.

We're also thrilled to announce an additional **Marion Viccars Award** recipient to honor staff at the Director level and above, and Faculty Administrators (including Dean, Associate and Assistant Deans, and Chairpersons). This year, **we'll award two Marion Viccars Awards** to two leaders, each making a significant impact at UWF!

We also received many questions around Nautilus Excellence award calculations. I hope this table provides a clear explanation.

2025 Nautilus Excellence Awards Calculations Summary

Division	Eligible Employees	Divisor	Nautilus Awards
Academic Affairs	191	÷ 18.68	10
Academic Engagement and Student Affairs	42	÷ 18.68	2
Finance and Administration	114	÷ 18.68	6
President's	37	÷ 18.68	2
University Advancement	27	÷ 18.68	2
Total Eligible Employees	411		Total Awards Available 22

There are 22 available awards for 2025.

Example Calculation – 411 total eligible employees divided by 22 awards = 18.68

Academic Affairs - 191 divided by 18.68 equals 10.22 and when rounded, equals 10

Academic Affairs (191/411= 46.47% of the eligible population) X 22 awards = 10.22 (10 Awards)

In addition, we've updated all award selection criteria. Nominees will be evaluated on the criteria for each award listed below.

Newcomer Excellence Award

Criterion	Needs Improvement 1 point	Developing 2 points	Meets Expectations 3 points	Exceeds Expectations 4 points	Outstanding 5 points
Adaptability and Learning	Struggles to adapt to challenges, limited learning progress.	Shows some adaptability and learning, but with noticeable areas for growth.	Adapts well to new challenges, showing steady learning and improvement.	Frequently demonstrates strong adaptability, quickly learning and adjusting to new situations.	Outstanding adaptability and eagerness to learn, seamlessly adjusts to challenges and rapidly acquires new skills.
Early Contributions and Impact	Minimal impact, limited contributions since joining.	Shows some early contributions, with moderate and sporadic impact.	Solid contributions, with a noticeable positive impact on role and environment.	Frequently exceeds initial expectations, making a significant early impact.	Outstanding early contributions, consistently making a positive impact and setting high standards for new employees.
Engagement with Campus Community	Limited or no engagement with students, faculty, or staff on campus.	Shows some engagement, but lacks consistency or depth in interactions.	Regularly engages with the campus community, building positive relationships.	Frequently interacts and contributes to the campus community, building strong connections.	Exceptional engagement with campus community, fostering meaningful relationships and actively contributing to campus life.
Initiative and Innovation	Rarely takes initiative or demonstrates innovative thinking.	Occasionally shows initiative or new ideas, but with limited impact.	Regularly takes initiative, bringing fresh ideas that positively impact their role.	Frequently demonstrates innovation, proactively seeking ways to improve processes or outcomes.	Outstanding initiative and innovation, driving positive changes and setting a high standard for creativity.
Professionalism and Potential for Growth	Limited professionalism and growth potential, with occasional lapses.	Generally professional, but with areas for improvement and moderate potential.	Consistently professional, showing a strong foundation for future growth and development.	Frequently demonstrates professionalism, showing high potential for leadership or advanced responsibilities.	Exemplifies the highest professionalism, showing exceptional promise for future growth and leadership.

Nautilus Excellence Award

Criterion	Needs Improvement 1 point	Developing 2 points	Meets Expectations 3 points	Exceeds Expectations 4 points	Outstanding 5 points
Operational Impact	Minimal influence on operations, limited or no contributions to improvements or efficiencies.	Occasionally contributes to operations but lacks significant influence on improvements or outcome enhancements.	Supports operational goals, contributes to moderate improvements, efficiencies, and positive outcomes.	Regularly enhances processes, improves efficiencies, and achieves better outcomes, often exceeding goals.	Implements exceptional process improvements and efficiencies, significantly enhances outcomes, setting benchmarks for others.
Service to Campus Community	Limited engagement with students, faculty, and staff; inconsistent or minimal impact on campus life.	Provides basic service but lacks consistent or meaningful engagement with students, faculty, or staff.	Engages regularly with students, faculty, and staff, providing reliable service that positively impacts the campus community.	Exceeds service expectations, frequently enhancing the experience of students, faculty, and staff, contributing to campus life.	Provides exceptional service to students, faculty, and staff, deeply committed to enhancing campus life and supporting community members.
Professionalism and Integrity	Displays minimal professionalism, occasional lapses in integrity or respect.	Generally professional, but with areas needing improvement in integrity or conduct.	Consistently professional and upholds ethical standards, showing respect and integrity.	Highly professional, a model of integrity and ethical behavior, inspiring trust among colleagues.	Exemplifies the highest standards of professionalism and integrity, serving as a role model and consistently inspiring others.
Inter-departmental Effectiveness	Limited interaction or effectiveness in collaborating with other departments.	Collaborates occasionally, but often requires guidance to be effective across departments.	Works well with other departments, contributing to shared goals and effective teamwork.	Frequently promotes inter-departmental cooperation, actively driving collaboration and synergy.	Demonstrates outstanding inter-departmental collaboration, fostering strong partnerships and significantly enhancing organizational effectiveness.
Community Involvement	Limited or no involvement in community initiatives or activities.	Sporadically participates, but with minimal community impact.	Engages regularly in community activities, making positive contributions.	Actively participates in community initiatives, often taking a leadership role and making a notable impact.	Shows exceptional commitment to community involvement, with a profound impact on community well-being, setting an example for others.

Marion Viccars Award

Criterion	Needs Improvement 1 point	Developing 2 points	Meets Expectations 3 points	Exceeds Expectations 4 points	Outstanding 5 points
Leadership and Vision	Shows limited leadership, minimal vision or direction.	Emerging leadership with occasional examples of setting direction or inspiration.	Provides clear leadership, guiding teams with a vision aligned to institutional goals.	Regularly inspires others, promotes a compelling vision, actively shapes strategic direction.	Exemplifies outstanding leadership, consistently driving change and influencing institutional vision.
Operational Excellence	Minimal impact on processes, limited efficiency or effectiveness.	Contributes to goals, but with room for efficiency and outcomes improvement.	Regularly achieves operational objectives, managing effectively and contributing to positive outcomes.	Frequently enhances processes, demonstrating strategic improvements and operational successes.	Exemplifies operational excellence, significantly improving efficiency and outcomes through transformative initiatives.
Commitment to Service and Mentorship	Provides limited support or mentorship, minimal impact on development.	Occasionally mentors/supports others, but with inconsistent engagement or impact.	Regularly supports and mentors others, fostering a supportive environment for growth.	Actively mentors and supports others, going beyond expectations to aid development and team cohesion.	Exemplifies exceptional service and mentorship, acting as a guiding force in the professional development of others.
Inter-departmental Collaboration	Limited interaction or effectiveness in collaborating with other departments.	Collaborates but lacks sustained impact.	Works effectively with other departments, contributing positively to shared goals.	Frequently promotes synergy and cooperation across departments.	Demonstrates outstanding collaboration, fostering strong partnerships and enhancing institutional effectiveness.
Community Engagement and Advocacy	Minimal or no involvement in community initiatives or advocacy.	Participates in community activities with limited engagement or impact.	Regularly engages in community initiatives, positively representing the institution.	Actively promotes community engagement, taking a leadership role and advocating for community issues.	Exemplifies exceptional community engagement and advocacy, profoundly impacting the community and setting an example for others.

Community Service Award

Criterion	Needs Improvement 1 point	Developing 2 points	Meets Expectations 3 points	Exceeds Expectations 4 points	Outstanding 5 points
Community Impact	Minimal or no impact, limited contributions.	Occasionally contributes with minimal visible impact.	Regularly contributes with a noticeable positive impact.	Frequently engages in activities that significantly benefit the community and improve well-being.	Exceptional impact, making a lasting difference and inspiring others to get involved.
Commitment to Service	Limited commitment, with infrequent participation.	Sporadically participates, with moderate engagement.	Regularly participates with a noticeable positive impact.	Frequently goes above and beyond, showing strong dedication and initiative.	Outstanding commitment, demonstrating a deep passion and making community service a priority.
Advocacy and Leadership	Limited involvement in advocacy or leadership in community issues.	Occasionally supports causes, limited leadership or advocacy.	Regularly advocates for community causes, showing leadership in community initiatives.	Actively leads projects, advocates for issues, and inspires others to participate.	Exceptional advocacy and leadership, driving major initiatives and being a prominent community voice.
Professionalism in Community Engagement	Limited professionalism, with occasional lapses.	Generally professional, but with areas for improvement.	Consistently professional and respectful, maintaining a positive community reputation.	Frequently models professionalism, showing respect, ethical behavior, and a strong reputation.	Exemplifies highest professionalism, inspiring trust and respect through exceptional conduct and ethics.
Sustainability of Efforts	Short-term contributions, limited sustainable impact.	Occasionally considers sustainability, with minimal long-term impact.	Engages in sustainable efforts that provide lasting benefits for the community.	Plans and executes sustainable initiatives, ensuring long-term benefits.	Exceptional focus on sustainability, ensuring lasting, positive impact on the community for years to come.

Gabor Award

Criterion	Needs Improvement 1 point	Developing 2 points	Meets Expectations 3 points	Exceeds Expectations 4 points	Outstanding 5 points
Positive Morale and Supportive Attitude	Rarely promotes morale, limited support for others.	Occasionally supports others but inconsistently promotes positive morale.	Regularly fosters a supportive environment, positively impacting team morale.	Frequently boosts morale, provides consistent support, and inspires a positive atmosphere.	Exemplifies a supportive attitude, consistently fostering high morale and serving as a role model for others.
Service to Others and Personal Development	Limited service to others, minimal self-improvement or development support.	Occasionally serves others, with some focus on personal and professional growth.	Regularly serves others, shows self-improvement, and supports others' development.	Frequently exceeds expectations in service, personal growth, and supporting others' development.	Exemplifies outstanding service, deeply committed to self-improvement, and actively develops and recognizes others.
Initiative and Operational Efficiency	Rarely takes initiative or improves operational efficiency.	Occasionally takes initiative, with moderate impact on efficiency.	Regularly demonstrates initiative and creativity, improving departmental or university operations.	Frequently innovates and takes proactive steps to enhance operational efficiency.	Consistently demonstrates exceptional initiative, creativity, and significantly improves operational efficiency.
Collaboration and Team Development	Rarely collaborates or contributes to team development.	Occasionally works well with others, lacking consistent teamwork.	Regularly collaborates, contributing positively to team goals and supporting team growth.	Frequently promotes collaboration, actively supports team development and cohesion.	Exemplifies outstanding collaboration, fosters team growth, and consistently enhances team dynamics.
Professionalism and Ethical Standards	Limited professionalism, occasional ethical lapses.	Generally professional, with areas for improvement in conduct or ethics.	Consistently upholds professionalism and ethical standards.	Frequently sets an example of professionalism and ethics, inspiring others.	Exemplifies the highest standards of professionalism and ethics, inspiring trust and respect throughout the institution.

And finally, we've detailed the ERAP Selection Committee Process so those of you who enjoy reading a *LOT* of detail will have reading material. Check out the details on our ERAP webpage.

Beginning **Monday, December 2, 2024**, you may nominate a deserving colleague. Simply fill out the nomination form from the ERAP webpage and upload two letters of recommendation to support your nomination.

We're committed to making ERAP a celebration that truly honors our employees' hard work and dedication. Your feedback has been instrumental, and we can't wait to see this year's nominations roll in! Keep an eye out for updated eligibility reports mid-November, and get ready to make your nominations count! Visit our [ERAP webpage](#) for more information.

UNIVERSITY *of* WEST FLORIDA