

STATE COUNCIL ON AFFIRMATIVE ACTION

2021 Lifetime of Service Award

I. Introduction

In 2019, the State Council on Affirmative Action (SCAA) created the **Lifetime of Service Award** as part of its **Diversity Awards program** to recognize long-term state employees employed by state agencies, Wisconsin Technical Colleges, and University of Wisconsin system campuses. They have demonstrated leadership and an enduring commitment to equity and fostering a diverse, inclusive, and healthy work environment over their careers. This award recognizes individuals who have engaged in purposeful efforts to recruit, retain and promote a diverse workforce throughout their career in state service.

The Council established the Diversity Award program in 2000 to recognize outstanding Equal Employment Opportunity (EEO) and Affirmative Action (AA) practices among State Agencies, Wisconsin Technical Colleges, and University of Wisconsin system campuses. Pursuant to Wisconsin Statute, chapter 230.46, the Council advises the Division of Personnel Management's Administrator on the progress of affirmative action programs throughout the Wisconsin civil service system. The Council also seeks compliance with state and federal regulations and recommends improvements in the state's affirmative action efforts as an employer.

II. Eligibility

Permanent, classified, or unclassified employees with at least 15 years of state service (including university and technical college service) are welcome to apply. Team members can also submit nominations, employees supervised by the nominee or the nominee's supervisor. Nominations submitted by the nominee's subordinate employees or team members must be accompanied by a letter from the nominee's supervisor endorsing the nomination. The nominee's supervisor submits the nomination to the State Council on Affirmative Action and courtesy copies the division and agency head.

III. Application and Selection Criteria

The Council will accept nominations for the 2021 Diversity Awards until **Friday, September 3, 2021**.

In the selection process, the Council will review the nominations submitted by agency and university personnel. The nomination submitted to the Council for consideration must include:

1. A letter from the nominee's supervisor with optional supporting statements from the nominee's team or subordinate employees to the State Council on Affirmative Action. The letter should introduce the nominee, the nominee's position, and work history with the state, and describe the initiatives, programs, or practices the nominee has developed or assisted in developing or played a significant participating role to help foster a healthy, inclusive, and diverse work environment. The letter and accompanying statements should be no more than three to five (3-5) double-spaced, typed pages. _
2. The letter(s) should describe the nominee's involvement in equity, inclusivity, diversity, and wellness initiatives at work and within their community but should focus primarily on the workplace. The nominee's efforts should span through the duration of their career with the state for at least 15 years. Supporting statements from subordinates or coworkers can provide personal testaments to how the nominee's actions led them to feel included and supported in the workplace. In addition, supervisory statements can provide information on how the nominee's efforts have positively impacted productivity and employee engagement.
3. Submissions will be evaluated based on information that describes the nominee's efforts and achievements, which addresses the following:
 - Strong commitment to inclusiveness through any of the following: recruitment of diverse candidates; retention or promotion of a diverse workforce; creating or participating in programs, initiatives, and practices aimed at increasing diversity, equity, and inclusion and promoting employee wellness.
 - Innovative recruitment, retention, and engagement efforts/initiatives may include multi-cultural components implemented to attract and provide access to a broader base of women, veterans, persons with disabilities, and racial and ethnic minority applicants.
 - Dedication to promoting employee wellness and a healthy workplace.
 - Facilitating training opportunities that may lead to upward mobility for racial and ethnic minorities, women, veterans, and persons with disabilities in leadership positions.

Please email applications to Nicole Bailie at nicole.bailie@wisconsin.gov with the subject line: **Diversity Awards.**

IV. Judges

The State Council members on Affirmative Action, representing diverse communities across the state, will review all nominations and rate them according to the selection criteria.

V. Award Presentation

Notification of the award is provided to the secretaries, chancellors, and supervisors of the individual receiving recognition for their outstanding service no later than September 27, 2021. Awards will be presented on October 27, 2021, at the State Capitol in Madison.

VI. Contact Information

For additional information about the Diversity Award program, email:
nicole.bailie@wisconsin.gov