

STATE COUNCIL ON AFFIRMATIVE ACTION

2024 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 of state agencies, Wisconsin Technical Colleges, and Wisconsin University System campuses who have demonstrated leadership and an enduring commitment to equity, fostering diversity and promoting an inclusive and healthy work environment throughout their career. This award recognizes individuals who have engaged in purposeful efforts to recruit, retain, and promote a diverse workforce spanning their careers in state service.

The Council established the Diversity Award program in 2000 to recognize the achievements of 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) are welcome to apply. Nominations can also be submitted by team members, 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 2024 diversity award until **Friday, September 13, 2024**.

The Council will review the nominations submitted by the agency and university personnel during the selection process. 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, 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 the duration of their career with the state for at least 15 years. Supporting statements from subordinates or coworkers can provide personal testimonials to how the nominee's actions led them to feel included and supported in the workplace. 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 individual efforts and achievements, which addresses the following:
 - Strong commitment to inclusiveness through any of the following: recruitment of diverse candidates; retention and/or promotion of a diverse workforce; creation of or participation in programs, initiatives, and practices aimed at increasing diversity, equity, and inclusion and/or promoting employee wellness.
 - Innovative recruitment, retention, and/or engagement efforts and initiatives may include multi-cultural components implemented to attract and provide access for a broader base of women, veterans, persons with disabilities, and racial and ethnic minority applicants.
 - Dedication to promoting employee wellness and a healthy (emotionally and/or physically) workplace.
 - Facilitation of training opportunities that lead to upward mobility for racial and ethnic minorities, women, veterans, and persons with disabilities in leadership positions.

Please email applications to Laurice Lincoln at laurice.lincoln@wisconsin.gov with the subject line: **"Diversity Awards."**

IV. Judges

A three (3) or five (5) person committee from the State Council on Affirmative Action members, representing diverse communities across the state, and the Division of Personnel Management will review all nominations and rate them according to the selection criteria.

V. Award Presentation

The secretaries/chancellors of the selected agencies/universities, the individuals receiving recognition for their outstanding service and their supervisor will be notified of the awards no later than September 30, 2024. Awards will be presented in October 2024 in the Assembly Chambers of the State Capitol. The exact date will be confirmed once the Assembly schedule is finalized.

VI. Contact Information

For additional information about the Diversity Award program, email: laurice.lincoln@wisconsin.gov