



## Team Nomination for Improving Our Workplace Award (I.O.W.A.)

Please complete the nomination form below. Send completed form via campus mail to: Reward and Recognition, UI Organizational Effectiveness, 121-51 USB; or scan and email to [uilearndevelop@uiowa.edu](mailto:uilearndevelop@uiowa.edu). Visit [Writing the Nomination](#) for instructions and examples on completing the nomination form.

### Team Information

Date:

### Team Name:

 Please complete information for each team member on the *I.O.W.A. Team Member List*, and send in a copy of it along with the completed nomination form: *I.O.W.A. Team Member List.xlsx*.

Team Sponsor's Name:

Phone#:

Department:

Org #:

Campus Address:

Email:

Nominator (name of person completing form):

Phone#:

Department:

Org #:

Campus Address:

Email:

**Ceremony point of contact** (this individual will be responsible for filling out an additional Qualtrics form to gather I.O.W.A. winner information for the upcoming Faculty and Staff Awards event):

### Please check all appropriate boxes for this nomination:



**Level of impact nomination** – Effort resulted in enduring changes at this level:

☐ Unit    ☐ Department    ☐ Interdepartmental    ☐ Campus-wide    ☐ External to the Campus



**Area of change** – Nominated effort contributed to positive, long-lasting results in:

- ☐ Community building and collaboration
- ☐ Cost-saving
- ☐ Customer satisfaction (students, clients, patients, employees, taxpayers, and parents)
- ☐ Development, preservation, and disseminations of knowledge
- ☐ Enhancing the student or patient experience
- ☐ Healthy working relationships and a supportive environment
- ☐ Outreach to community and state
- ☐ Process improvement
- ☐ Project development (results not presently known)
- ☐ Safety
- ☐ Staff development through mentoring
- ☐ Stewardship of University resources
- ☐ Other:

Please complete each of the following segments: **Initiative, Innovation, Measurable Results and Sustaining Impact** to be considered for the IOWA.

### **Section I: Initiative**

*Please describe the challenge in the workplace improved by the efforts of the nominated team. Include who recognized the need for change and who initiated the efforts to improve the workplace. How did the nominee(s) show initiative with this project? (If more space is needed, please attach an additional Word document.)*

### **Section II: Innovation**

*Illustrate the innovative efforts (ex., novel, creative, ingenious) of the team in improving the workplace. (If more space is needed, please attach an additional Word document.)*

### **Section III: Measurable Results**

*Confirm the impact made in the workplace by the nominated team, using data when possible. How is the impact of the improvement measurable? (If more space is needed, please attach an additional Word document.)*

### **Section IV: Sustaining Impact**

*Explain how the change is sustaining and embedded in the workplace, using data when possible. (If more space is needed, please attach an additional Word document.)*

**Summary:** *Please provide a two-sentence summary of the nominated effort.*

***Awards will be sent to the sponsor of the awarded team within 6 weeks of the nomination deadline.  
We encourage supervisors to present the award locally.***

Please contact [uilearndevelop@uiowa.edu](mailto:uilearndevelop@uiowa.edu) with any questions. Members of the [Review Committee](#) are also available to assist you by reviewing and giving feedback as you write your nomination.

**Nomination deadlines are February 15 and November 1**