

2024 Excellence in Leadership (EXCEL) Award

The Administrative Management Group (AMG), in partnership with Campus Human Resources, will grant one award annually in recognition of Excellence in Leadership. This award is designed to recognize an employee who has provided a significant and lasting impact on the people they lead, exemplify management excellence, and have made broad contributions to the campus as a whole.

ELIGIBILITY

- Any UCLA career staff member, Management and Senior Professional (MSP) employee, in good standing with at least five years of UCLA service is eligible.
- Nominees must have a sustained a record of excellence during their employment and outstanding citizenship in the University community.
- Employees in student status, faculty, current AMG Executive Board members, Excellence Award committee members, and previous recipients of the award are not eligible.

CRITERIA

Individuals under consideration for the Excellence in Leadership (Excel) Award will be evaluated using the following criteria:

- **Leadership:** Motivates and inspires others to accomplish specific goals or objectives; serves as a role model in a mentor or advisor capacity; clearly communicates strategic vision to staff; demonstrates honesty and integrity; upholds UC ethical values and standards of ethical conduct; and seeks out innovative and creative ways to improve operations and produce outstanding results.
- **Effectiveness:** Highly successful in achieving positive change; their work has a measurable record of accomplishment; promotes achievement and goal attainment; effectively builds relationships across campus; fosters a positive and creative work environment; encourages and facilitates staff professional development.
- **Accountability:** Sets continuous improvement goals in their organization; strives to provide the highest level of service to clients; takes prompt, decisive action to resolve challenges; pursues opportunities to promote hard work and successful efforts inside and outside the organization.
- **Dedication:** Committed to furthering the University's mission of teaching, research, and public service; dedicated to building, sustaining, and managing a diverse workforce; recognized by others for loyalty to the University; supports public service and encourages others to get involved; and is dedicated to the stewardship of the University's resources.

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PROCESS

Staff, faculty, or students may submit nominations. The Award Committee will verify eligibility of all nominees. All nominations must include 1. the nomination letter, 2. the nominee's resume and 3. a maximum of three letters of recommendation from faculty, colleagues, subordinates, or students within or outside of the nominee's department. **One of the three letter of recommendation must be from the nominee's direct supervisor (if that person is not the nominator).** If there are more than three individuals who wish to support the nomination, please have them co-sign. It is recommended that all letters speak specifically to the award criteria (leadership, effectiveness, accountability and dedication).

Applications will be reviewed by the Award Committee and recommendations will be submitted to Associate Vice Chancellor Lubbe Levin, for final decision.

Nominations must be received no later than **Monday, April 15, 2024 at 5:00 PM.**

[Click here for the nomination form.](#)

(The name, email, and photo associated with your UCLA Google account will be required and recorded when you upload files and submit this form. Ensure to use single sign-on for access.)

SUBMISSION INSTRUCTIONS

Please make one PDF of the entire nomination packet (nomination letter, resume, and up to three letters of support) and upload to the form no later than **Monday, April 15, 2024 at 5:00 PM.**

Questions? Email amgbuin@ucla.edu