

2024 Rising Star Award

The Administrative Management Group (AMG), in partnership with Campus Human Resources, will grant one award annually in recognition of Leadership Promise. This award is designed to recognize those individuals who have established leadership roles in their positions, and have sought training and development opportunities for career growth.

ELIGIBILITY

- Any UCLA career staff member, Management and Senior Professional (MSP) employee, or full-time contract employee in good standing with 3 to 10 years of UCLA service is eligible.
- Nominees must have a sustained record of excellence during their employment and outstanding citizenship in the University community.
- Employees in student status, faculty, Excellence Award committee members, and current AMG Executive Board members are not eligible.

CRITERIA

Individuals under consideration for the Rising Star Award will be evaluated using the following criteria:

- **Leadership Promise:** Seeks career development opportunities, trainings, and certifications; has participated in university service outside of home department; and has demonstrated significant promise for taking on leadership roles at a broader campus level.
- **Thinks Outside the Box:** Inspires new ideas; is imaginative; is a problem-solver; and applies good judgment in taking reasonable risks for positive outcomes.
- **Positivity:** Highly effective team member who inspires; enhances team dynamics; and motivates others in and outside of their work settings.
- **Commitment:** Committed to furthering the University's mission of teaching, research, and public service; showcases Bruin Pride; and networks with others to build productive relationships across the University.

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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 very specifically to the award criteria (leadership promise, thinks outside the box, positivity and commitment).

Applications will be reviewed by the Award Committee and then be submitted to Associate Vice Chancellor Lubbe Levin, for a 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 amgbruin@ucla.edu