



**UNIVERSITY OF HAWAII BOARD OF REGENTS  
WILLARD WILSON AWARD DISTINGUISHED SERVICE AWARD**

**Overview**

The University of Hawai'i Board of Regents Office established the Willard Wilson Distinguished Service Award in 1969 in honor of retiring Board Secretary Willard Wilson. Mr. Wilson set a standard for exemplary service to the University during his long-time employment as a University of Hawai'i employee and secretary to the Board of Regents.

**Purpose**

The University of Hawai'i System is fortunate to have University employees who demonstrate continuous meritorious performance. However, there are also those employees whose performance consistently exceeds the standards and expectations of their position. This annual system-wide award is intended to recognize an employee whose commitment and performance has made a significant impact on the University of Hawaii System. More information regarding previous winners is available at <https://www.hawaii.edu/about/awards>.

**Eligibility Requirements**

1. Nominee must be a current full time employee with a minimum of twenty (20) years of service.
2. Nominee can be from any University of Hawaii System campus and any occupational classification.
3. Past recipients of the Willard Wilson Distinguished Service Award are not eligible, however, previously nominated individuals who did not win are eligible with a new submission.
4. Self-nominations are not accepted.

**Criteria for Selection**

The successful candidate must satisfy some or all of the following criteria:

1. Has knowledge and understanding of the University and its functions
2. Demonstrates a consistent pattern of extraordinary dedication to the University which is consistently above and beyond the responsibilities of the nominee's position.
3. Be widely recognized as having served a diversity of the University and not just the candidate's department.
4. Be widely recognized throughout his/her career as someone who willingly went beyond the call of duty without expectation or personal gain.
5. A wide internal constituency through service.
6. Benefited a segment of the public as well as an external constituency.
7. Have a long and distinguished record of quality service and stands out among peers in like positions.
8. Be widely recognized as a team player and one who enriched his/her work environment.

## **Procedure**

1. Complete the nomination form and a recommendation letter not to exceed one typewritten page double spaced.
2. A copy of the nominee's current resume or curriculum vitae.
3. Three (3) letters of recommendation (from any combination of faculty, staff or students), not to exceed one typewritten page which addresses the award criteria.
4. Nominations should contain examples of significant accomplishments, notable success, or recognition received in achieving job-related goals.
5. The nomination information will be reviewed for eligibility and content. Nomination forms and supporting material will not be returned.
6. All nominations are kept strictly confidential.

## **Deadline**

Applications are due no later than **4:30 pm on Friday, April 04, 2014.**

Completed nomination packets may be submitted via mail, email or fax to:

### **The Willard Wilson Award Committee**

c/o Office of the President, Bachman Hall 202  
Attention: Janelle Murakawa  
Honolulu, HI 96822

**Email:** [jmurakaw@hawaii.edu](mailto:jmurakaw@hawaii.edu)

**Fax:** (808) 956-5286.

## **Selection**

1. A review committee composed of a cross-section of University of Hawai'i employees will review all nominations.
2. The nominees are evaluated based on the nomination form and the supporting documentation submitted.
3. The review committee will recommend a nominee to the President who will decide whether to accept or decline the committee's recommendation.
4. Nominees will be notified of their nomination and the identity of the nominator(s) after the committee reviews all nominations, unless otherwise specified.

## **Award**

1. An award certificate.
2. A monetary award of \$1,000.00.
3. Recognition at a University of Hawai'i Board of Regents meeting.

## **Tips for Submitting a Nomination**

When nominating someone, please be specific and include as much detail as possible. The review committee members base their recommendations on the content of the nomination form. Therefore, the more information you include in your nomination, the better the committee will be able to judge your nomination.

## **Inquiries**

Please contact Janelle Murakawa at the Office of the President (808) 956-8207 or [jmurakaw@hawaii.edu](mailto:jmurakaw@hawaii.edu).