

UIC POLICIES AND PROCEDURES

		NUMBER
		702
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	1 of 3
SUBJECT	EFFECTIVE	REVISED
Chancellor's Academic Professional Excellence (CAPE) Award	04/01/1997	2/25/2015
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To communicate the annual recognition award program for Academic Professionals and to identify eligibility criteria for the Chancellor's Academic Professional Excellence (CAPE) Award.

SOURCES AND BACKGROUND

Academic Professional Advisory Council (APAC) and UIC Human Resources

APPLICABILITY

Eligible nominees must be permanent Academic Professional employees at UIC (including UIC regional campus locations and University Administration employees based in Chicago). Nominees must be employed for at least five consecutive years at full time or ten consecutive years at 50% time or higher. Qualifying years of service must be completed by August 15 of the nomination year.

Previous winners may be nominated for subsequent CAPE Awards, provided that a minimum of five years has elapsed between the last award received and the next nomination.

Past recipients of the Award of Merit or Inspire Award may be nominated for the CAPE Award, provided that a minimum of five years has elapsed between the last award and the CAPE nomination.

An employee may receive only one of the following awards in the same Employee Recognition season: Award of Merit, CAPE Award and INSPIRE Award.

Academic Professional employees who also carry an academic rank (faculty title) and those on a terminal contract are not eligible for the CAPE Award.

Any employee with disciplinary action on their University employment record within the last five years will not be eligible for the CAPE Award. Information will be verified by UIC Human Resources.

POLICY

The Chancellor's Academic Professional Excellence (CAPE) Award is an annual peer recognition award given to honor the demonstrated excellence of permanent Academic Professional employees and to encourage their professional growth. Each year, Faculty, Academic Professionals, Civil Service and students at UIC may nominate Academic Professional employees for the award. Forms and eligibility guidelines are distributed each year in May by the Chancellor and through organization of the Academic Professional Advisory Council's (APAC) CAPE Committee. The number of awards given

UIC POLICIES AND PROCEDURES

		NUMBER
		702
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	2 of 3
SUBJECT		REVISIED
Chancellor's Academic Professional Excellence (CAPE) Award		REVISIED
		04/01/1997
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each year is determined by the Chancellor. Award recipients are honored at the Employee Recognition Award Ceremony held each year in November during Employee Recognition Month.

CAPE AWARD TIMELINE

Specific dates are dependent on each calendar year.

- Early May – Nomination Season begins; nomination forms, requirements, and deadlines are communicated to the Campus community.
- Late June – Nomination Season ends; all complete nomination packets are due to CAPE Committee.
- July – CAPE Committee meets to determine final nominations.
- Early August – Final nominations are sent to the Chancellor for final approval.
- Mid-August – Congratulatory communication is sent to approved recipients from the Chancellor.
- November – Recipients are honored at annual Employee Recognition Ceremony.

AWARD CRITERIA

Nominees for the CAPE Award are judged in terms of their outstanding contributions and exemplary professional performance to UIC, using the following guidelines.

- **Interpersonal Relationships and Individual Characteristics:** The impact the nominee has on the workplace as demonstrated by responsiveness to the unique demands of the workplace, leadership ability, teamwork, and specific outstanding personal characteristics.
- **Professional Achievements:** The effect of the nominee on the goals of the nominee's unit and the University at large; that is, the actual work of the individual, contributions of the individual to both unit and University committees, and campus-wide activities that enhance the unit and the University.
- **External Contribution:** The contributions of the nominee to his or her professional field and/or community; that is, positions of demonstrated leadership and responsibility; recognition and awards.

PROCEDURES

RESPONSIBILITY

1. Chancellor and CAPE Committee
2. Nominator

ACTION

- Distributes nomination forms and eligibility guidelines to the UIC Campus.
- Submits nomination form and supporting

UIC POLICIES AND PROCEDURES

		NUMBER
		702
MANUAL	SECTION	PAGE
Human Resources	Employee Recognition	3 of 3
SUBJECT		REVISIED
Chancellor's Academic Professional Excellence (CAPE) Award		2/25/2015
EFFECTIVE		
04/01/1997		
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documentation to the CAPE Committee.

3. CAPE Committee

Reviews nominations and submits a list of finalists to UIC Human Resources, Business Services/Special Programs.

4. UIC Human Resources, Business Services/Special Programs

Works with the HR representative from the nominee's unit and UIC Human Resources, HR Service Center/Records to ensure there is no disciplinary action on the nominee's University employment record within the last five years. Reviews final nominations, ensures that nominees meet all service year and CAPE Award eligibility requirements. Submits final nomination packets to Chancellor for final review.

5. Chancellor

Approves final award recipients and notifies them of the award.