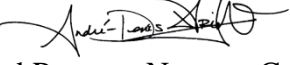




The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus
Provost’s Advisory Committee for Financial and Administrative Management

FROM: André-Denis G. Wright 
Senior Vice President and Provost, Norman Campus

DATE: February 11, 2025

SUBJECT: Jennifer L. Wise Good Stewardship Award

The Jennifer L. Wise Good Stewardship Award has been established to recognize outstanding contributions made by staff, who have been determined to demonstrate the qualities associated with good stewardship. This award is in honor of the late Jennifer L. Wise.

The College of Geosciences was formed in 1981, and Dr. David Stearns, Interim Dean, hired Jennifer soon after. They worked side by side to build the first budget. Jennifer was the sole person to serve as the College level financial administrator for the entire life of the College of Geosciences. She was a tremendous influence in the quest of good stewardship of the University’s resources. In Jennifer’s memory, we will pass this honor each spring to another employee that has demonstrated good stewardship and excellent service to the University.

Attached are the criteria and nomination form for the Jennifer L. Wise Good Stewardship Award. To submit nominations, send the nomination form and letters of support as a single PDF to provost@ou.edu by March 12, 2025. If you have any questions, please contact Virginia Davis at virginia.w.davis@ou.edu.

attachments

Jennifer L. Wise Good Stewardship Award

GOAL	The Jennifer L. Wise Good Stewardship Award is designed to recognize outstanding contributions made by University of Oklahoma staff who have been determined to have demonstrated the qualities associated with good stewardship.
AWARD	One \$3,000 award may be given annually to a staff employee.
ELIGIBILITY	To qualify for the Jennifer L. Wise Good Stewardship Award, the staff member must be appointed through the Norman Campus for at least three consecutive years, not counting student or other temporary employment, with an FTE of 100%. The staff member must not have received a monetary award from the Staff Senate member group within the past three years. Faculty, students, and other temporary employees, executive officers, and administrative officers are not eligible for recognition through this program.
CRITERIA FOR SELECTION	<p>To qualify for the Jennifer L. Wise Good Stewardship Award, candidates must have consistently provided excellent service and good stewardship of the resources available to the University of Oklahoma. The outstanding staff member should reflect perspective, initiative, and efforts that transcend the boundaries of the good stewardship responsibilities.</p> <p>Candidates also should exhibit the following professional and personal characteristics:</p> <ul style="list-style-type: none">• demonstrate outstanding financial and/or administrative management skills• effective interpersonal communication and organizational skills• ability to address crisis situations in a professional manner• mastery of institutional regulations, policies, and procedures
SELECTION PROCESS	Nominations are due to the Provost's Office in March. Each nomination must be accompanied by a minimum of two and a maximum of four letters of support, which specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the department chair or an individual who serves in a supervisory capacity to the nominee. Members of a selection committee will evaluate the nominations. Their recommendations are due to the Provost's Office in late March. The Senior Vice President and Provost makes the final selection. The recipient is recognized at the staff awards ceremony in the spring.

NOMINATION FORM
Jennifer L. Wise Good Stewardship Award

The Jennifer L. Wise Good Stewardship Award is designed to recognize outstanding contributions made by staff, who have been determined to have demonstrated the qualities associated with good stewardship. Any current member of the University of Oklahoma faculty or staff may nominate one or more staff members. Each nomination must be accompanied by a minimum of two and a maximum of four letters of support, which specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the department chair or an individual who serves in a supervisory capacity to the nominee.

To nominate an individual, fill out all parts of this form. Attach the other letters of support and forward the package as a single PDF to provost@ou.edu. Nominations are due by March 12, 2025. If you have any questions, please contact Virginia Davis at virginia.w.davis@ou.edu.

1. INFORMATION ABOUT THE NOMINEE

Nominee's Name: _____

Job Title: _____

Department: _____

2. INFORMATION ABOUT THE NOMINATOR

TO THE NOMINATOR: You may be contacted to provide additional information about your recommendations. Please complete the following blanks.

Anonymous nominations will not be accepted.

Nominator's Name: _____

Department: _____

Email Address: _____

3. NOMINATOR'S STATEMENT OF SUPPORT

Please explain why you think the nominee is a good steward of University of Oklahoma resources. Selection criteria are described in the accompanying statement of policies and procedures for this award.

4. ATTACH LETTERS OF SUPPORT

NOMINATOR'S SIGNATURE _____

DATE _____