Staff Employee Recognition Program - FAQs

What are the awards?
- Horizon Award
- Impact Award
- Quality Service Award

What are the criteria for each award?

HORIZON AWARD recognizes a staff member who:
- volunteers time or resources to work on improvement projects on the Tarleton campus or outside the University community.
- serves as an active member of an organization that gives Tarleton students opportunities to become active in community service.
- develops and maintains relationships that extend the University’s reputation and impact.
- volunteers time or resources to help with Tarleton events outside of his/her normal job duties (examples: taking tickets at the rodeo, accompanying students on a school related trip).
- volunteers to serve on a task force or committee within the University.
- contributes to student success.
- serves as a role model, coach, friend or advisor whom people seek for help and support.
- helps others succeed in their careers

IMPACT AWARD recognizes a staff member who has demonstrated exceptional:
- Problem solving skill and resourcefulness by
  - Using alternative methods or coming up with a creative solution to a problem.
  - Taking initiative in the absence of supervision.
  - Overcoming obstacles and working well under unusual circumstances.
- Commitment to cost savings by
  - Identifying innovative ways to save finances.
  - Initiating preventive measures or ways to save resources.
  - Performing his/her job in a way that saves the university money, time and/or materials.
- Dedication to safety by
  - Identifying and correcting potential safety issues in the work area and throughout the University.
  - Taking actions to prevent injury to employees.
  - Making recommendations for improving safe work practices.
QUALITY SERVICE AWARD recognizes a staff member who

- Goes the extra mile.
  - Takes actions beyond normal job responsibilities to ensure customer needs are fully met.
  - Creates a positive impression and experience.
  - Resolves conflicts or problems and demonstrates concern for customers.
  - Anticipates potential problems and takes actions to prevent or mitigate them.
  - Creates an atmosphere of openness encouraging others to feel that any concern will be heard and acted on.

- Is dedicated.
  - Exhibits passion for his or her job.
  - Represents the “whole” university, not just his or her assigned department.
  - Seeks opportunities to support university activities without being prompted by others.

- Has a positive attitude.
  - Maintains an open, genuine and helpful attitude even when faced with conflict.
  - Encourages others to perform at their highest level.
  - Maintains a spirit of helpfulness that is recognized by people from both inside and outside of Tarleton.
  - Personalizes service by showing care for each customer’s needs as individuals.

- Practices civility and integrity.
  - Respects others.
  - Makes others feel valued.
  - Contributes to mutual respect, effective communication and team collaboration.
  - Treats others fairly and truthfully.

- Displays Tarleton spirit.
  - Demonstrates pride in being a part of Tarleton by actions such as:
    - Ensuring the campus provides a positive experience for people entering it.
    - Representing Tarleton in a professional and positive manner when interacting with anyone outside the University.
  - Takes an active support role in Tarleton activities outside his or her normal job duties.
  - Displays Tarleton pride on and off-campus.

What do award winners get?
- The top three nominees for each award will receive one paid day off to be taken within 12 months of the award in accordance with the Administrative Leave section of System Regulation 31.03.03, Leave of Absence With Pay.
- Each award recipient will receive a $1,500 one-time award (before taxes and other required deductions).

When will the awards be made?
Near the end of the spring semester each year
Who is eligible for awards?

- A nominee must be a Tarleton State University staff member employed in a full-time budgeted position.
- Employees who retired during the year of the award are eligible for nomination.
- Nominees must be in good standing with their department and the University, as evidenced by a current satisfactory performance appraisal.
- Staff employees at or above the vice president or equivalent level are not eligible for nomination. Associate and assistant vice-president positions are eligible for nomination.

Who can nominate a staff employee for an award?

Nominations may come from any person on or off campus. An employee may not nominate himself or herself.

How do I nominate someone?

1. Nominations must be submitted on the Staff Recognition Form. All fields on the form must be completed for the nomination to be accepted.
2. On this form, the nominator must designate the award for which the employee is being nominated. An employee may be nominated for more than one award in the same year. However, the employee may not be nominated for more than one award by the same nominator.
3. The reasons for the nomination must clearly exceed the employee’s normal job duties.
4. Nominations must include specific examples (description of actions, persons involved and dates, if known).
5. Actions must clearly demonstrate some or all of the award criteria.
6. Nomination forms will be accepted any time during the award year up to the closing date, which normally will be the last working day in March.
7. Nominations must be submitted to Human Resources by the award closing date to be considered for that year’s awards.
8. Each nomination must include at least one and not more than three letters of support from an individual or individuals, other than the nominator, who have personal knowledge of or have benefitted from the nominee’s actions.
9. Additional supporting materials may be attached to the nomination form.

How will award winners be selected?

1. A standing university committee will review, rank and recommend nominees. Committee members serving staggered three year terms will be a representative cross-section of the university and consist, at minimum, of:
   a. One representative of each division (Academic Affairs, Athletics, Enrollment and Information Management, Finance and Administration, Institutional Advancement, and Student Life). Representatives will be appointed by the Vice-President for their division and the Athletic Director. Committee members will select a chair from among the members.
   b. The recipient of each award from the previous year.
   c. An ex officio Human Resources representative who will determine whether the nominee meets eligibility requirements.
   d. Additional members as deemed appropriate by the chair.
e. If a member of the selection committee is nominated for an award, the member will be replaced by another representative from that member’s division.

2. Human Resources will review the nominees to ensure they meet the eligibility requirements for the award and then forward the forms to the Selection Committee.

3. The Selection Committee will review the nominees to determine if the nomination meets the award criteria. At the committee’s discretion, nominations with insufficient information may be sent back to the nominator for additional information. If no nominees clearly exemplify the award criteria, the selection committee may recommend no award be given.

4. The Selection Committee will submit their recommendation for the top three nominees for each award to the Executive Leadership Cabinet for final review.

5. From these nominees, the Cabinet will recommend a recipient for each award to the President for approval. The Cabinet may request additional information to support their recommendations.

6. Upon approval by the President, the Selection Committee will provide the names of the award recipients and a copy of their nomination forms to the Staff Council Employee Recognition Committee.

7. The Employee Recognition Committee will coordinate the award announcement and celebration in collaboration with the President’s Office.

So where can I find the Nomination Form?

- Posted on the Staff Council Website
- Ask Stan Swam sswam@tarleton.edu 968-9592 or another Staff Council member
- Pick one up at the Human Resources office in the Administration Annex