

## Annual Staff Recognition Award Selection Instruction – Revised November 2018

During an open nomination period employees may nominate staff for the following awards.

**Horizon Award** – The Horizon Award recognizes a staff member who volunteers their time or resources to the betterment of their community, thereby building and maintaining relationships that extend the reputation and impact of Tarleton State University, or is an active member of an organization providing Tarleton students leadership and service opportunities contributing to student participation in community service.

**Impact Award** – The Impact Award recognizes a staff member who displays outstanding and exemplary problem solving, resourcefulness, and innovation toward reducing University costs, improving safety, or increasing efficiencies.

**Quality Service Award** – The Quality Service Award recognizes a staff member who “goes the extra mile,” exemplifying outstanding dedication to Tarleton State University and their position, all while maintaining a positive attitude and demonstrating exemplary service.

**Enhancing the Student Experience Award** – The Enhancing the Student Experience Award recognizes a staff member whose role does not involve teaching, but who nonetheless directly and significantly contributes to the student development experience through student-focused initiatives. Nominees are those who interact enthusiastically and effectively with students using opportunities productively to promote learning and growth, exemplifies extraordinary efforts to increase student success, and demonstrates the most outstanding achievements in providing inspiration and innovation to the student experience.

The open nomination period will be held each fall. Nominations are submitted online. Self-nominations are accepted. Supporting documentation, such as letters of recommendation or evidence of work, is optional and may be uploaded to the nomination form.

After the nomination period is closed, the chair of the University Staff Recognition Selection Committee will provide a list of divisional nominees to each division head (VP) for approval. Each division head will organize a selection committee of three employees external to the division to review and decide the award winners in each category for the division. Selection should occur prior to the holiday break in December and award recipients for each division will be announced university-wide in early January. The division-level awards will be presented by the division head at an event of their choice in early spring.

Divisions:

Advancement & External Relations/Presidents Office/Athletics  
Student Affairs  
Finance & Administration  
Enrollment Management  
Academic Affairs

The four award winners from each division will then make up the nominee pool for the university-wide awards. The University Staff Recognition Selection Committee will meet first of February to review the pool of divisional winners and choose the award winner for each of the four categories that will then be announced at the Annual Employee Awards Banquet, which is held late Spring.

Staff members who have received a university level award within the last three years are not eligible for nomination for that same award. They may, however, be nominated for a different award if the nomination criteria apply. Lists of prior recipients are located on the Staff Awards page at: <https://www.tarleton.edu/universityawards/index.html>