



Angelo State University
Operating Policy and Procedure

OP 52.12: President's Award for Staff Excellence

DATE: January 29, 2018

PURPOSE: The purpose of this OP is to establish an awards program to recognize those staff employees whose performance exceeds the customary standards or who exhibit outstanding skills or dedication in service on behalf of the University. (Faculty members and University administration are ineligible for this program.)

REVIEW: This OP will be reviewed in March every three years, or as needed, by the director of human resources with recommended revisions forwarded to the president by April 15 of the same year.

POLICY/PROCEDURE

1. Staff Excellence Awards

Angelo State University will award four President's Award for Staff Excellence annually to recognize outstanding job performance during the preceding calendar year. Recognition is to take place in each of four categories: Commitment to Excellence, Excellence in Innovation, Excellence in Customer Service, and Excellence in Leadership.

- ***Commitment to Excellence*** - An individual nominated for the President's Award for Commitment to Excellence should demonstrate the following characteristics:
 - Exhibits technical expertise
 - Seeks continuous improvement
 - Acts as a good steward of ASU's resources
 - Shows a commitment to the mission of the department and of the University
 - Consistently surpasses expectations
 - Shares information and competencies
- ***Excellence in Innovation*** - An Individual nominated for the President's Award for Excellence in Innovation should demonstrate the following characteristics:
 - Thinks "outside the box"
 - Improves processes and procedures
 - Views challenges as an opportunity
 - Finds and shares new methods and ideas
 - Researches and/or studies issues and implications
 - Seeks opportunities for improvement

- ***Excellence in Customer Service*** - An individual nominated for the President's Award for Excellence in Customer Service should demonstrate the following characteristics:
 - Exhibits a positive attitude
 - Demonstrates enthusiasm
 - Demonstrates patience and compassion
 - Shows dedication
 - Goes the extra mile in interactions with faculty/staff/students/public
 - Always willing to help

- ***Excellence in Leadership*** - An Individual nominated for the President's Award for Excellence in Leadership should demonstrate the following characteristics:
 - Exhibits model behavior and ethics
 - Seeks and gains participation and input
 - Communicates clearly and openly
 - Encourages and motivates others
 - Supports and values co-workers
 - Helps others grow and improve
 - Seeks and finds solutions
 - Achieves results

Award recipients will receive a certificate of recognition and a monetary award (less federal taxes) as determined by the President.

2. Eligibility

- a. All full-time employees, excluding the members of the faculty and the university administration, are eligible to be nominated for the President's Award for Staff Excellence.
- b. All nominees will be considered for the President's Award for Staff Excellence, provided the employee is employed full time (40 hours per week) and has been continuously employed by Angelo State University for at least one year at the time of nomination.
- c. Every nominee must be an employee in good standing, as determined by the Office of Human Resources, at the time of nomination and selection. Any nominee determined not to be in good standing will be eliminated from the selection process.
- d. Staff employees are eligible to be recognized only once during their employment at Angelo State University as a President's Award for Staff Excellence awardee in each category.

3. Nomination Process

- a. Any full-time employee, regardless of position or classification, may nominate another full-time employee, excluding members of the faculty and university leadership, for the President's Award for Staff Excellence.
- b. Any full-time employee, excluding members of the faculty and university administration, may nominate him/herself for the President's Award for Staff Excellence.

- c. If a member of the Staff Excellence Awards Committee is nominated, he/she must recuse him/herself from the committee.
- d. Any nomination received between January 1 and December 31 shall be considered for said year.
- e. Nominations must be made on the nomination form specified for the given calendar year. The nomination materials will be determined by the Staff Excellence Awards Committee and distributed accordingly.
- f. The Staff Excellence Awards Committee will review all nominations by the last day in January in order to allow for the selection of the President's Award for Staff Excellence.
- g. Recognition of the nominees and the four President's Award for Staff Excellence is to take place within sixty days of the first Staff Senate meeting of the following calendar year.

4. Selection Committee

- a. A five-member selection committee, including the chair of the Staff Senate, will be appointed by the Staff Senate. One member of the committee will come from each of the four employment classification areas: Executive/Administrative/Managerial, Professional, Secretarial/Clerical and Service/Maintenance Skilled Craft. The chair of the Staff Senate will oversee the committee and shall vote only in case of a tie.
- b. The selection committee shall review all nominations by the last day of January to select the four annual recipients of the President's Award for Staff Excellence. The chair of the Staff Senate will submit to the President the names of the recipients in each category for his/her review and final selection for the respective awards. The chair of the Staff Senate shall make arrangements for preparation of the award materials for presentation by the President at an appropriate campus-wide award ceremony.

5. Awards Ceremony

Recipients will be recognized for their achievements during a ceremony hosted by the Staff Senate. The awards will be publicized in appropriate campus and off-campus media.