Edward E. Whitacre Jr. College of Engineering  
Texas Tech University  
Operating Policy and Procedures  
[Approved by the Executive Committee: 10/07/2009]

COE OP 10.20: Staff Awards  

Date: August 2009  

Purpose: The purpose of this Operating Policy is to establish the procedure for recommending generic staff awards for the Whitacre College of Engineering  

Review: This OP will be reviewed in the summer of every odd-number year by the college Staff Awards Committee (SAC), with recommendations for revision presented to the Executive Committee by August 15 (or the Monday following if date falls on a holiday or weekend)  

University OPs related to Staff Awards: None specific to generic staff awards; reporting and withholding taxes on, 69.02  

POLICIES/PROCEDURES  

1. Background  
Excellence and innovation in administration are highly valued by the Whitacre College of Engineering (COE). To promote and recognize excellence, the college provides for two generic staff awards, not restricted by job function. These awards are for recognition of employees who demonstrate positive and friendly attitudes toward faculty, students, and colleagues, and commit personal energy over and above that required by the job description.  

2. Presentation of Awards/Recognition of Nominees  
COE award recipients are recognized annually at the fall COE faculty/staff banquet where award checks and plaques will be presented. Before nominations are reviewed, the Staff Award account balance should be reviewed. Each award is $500 (minus applicable deductions as prescribed by the payroll department), a plaque of recognition, and a picture plaque to hang in the lobby of the Engineering Center. The award recipient(s) of the previous year will present the award to the current winner(s).  

3. Membership of the Staff Awards Committee (SAC)  
The SAC will comprise ten members, appointed by the dean of the Whitacre College of Engineering and serving for a term of two years. The recipient(s) of the award will be invited by the dean to serve on the committee for the following year. It is desirable but not mandatory to have representation from each department of the college as well as the dean’s office serve on the awards committee.
4. Restrictions
   a. Employees must be classified as “staff” in accordance with the TTU Human Resources records.
   b. There will be two awards available each calendar year. It is not mandatory that either or both awards be awarded in any given year. Should there be insufficient candidates of quality for the awards, not all awards will be made.
   c. Nominees must have been continuously employed as benefits-eligible staff at Texas Tech for one year as of January 1.
   d. Nominees must have a current positive performance appraisal on file in Human Resources, and EEO certification must be current.
   e. Nominees must have completed a TTU SERVICEplus class (offered through the Quality Service & Professional Development office (http://www.ttu.edu/quality).
   f. Nominees must be up to date in all training and employment requirements for the university and the state.
   g. Nominees must not have received the award in the previous year.
   h. Nominees must have been employed in their current position for a minimum of one year in order to be nominated by a member of their current employing department.
   i. Members of the SAC are neither eligible to nominate nor to be nominated for the award.

5. Recommended Timetable (all dates revert to the Monday following if they fall on a holiday or weekend)

   April 1    An announcement of the award and the nomination form will be sent to all COE employees by email, along with the nomination deadline and how to submit a nomination.

   April 15   A reminder will be sent to all COE employees two weeks before the nomination deadline, and again one week prior to the deadline.

   May 1      Deadline for receipt of nominations for the Staff Award.

   June 10    Staff Awards Committee members will meet to review the nominations. Nominations will have been disbursed to committee members in advance of this meeting. Committee members will recommend award recipients to the dean of engineering.*

   July 1     Should have dean’s response to committee recommendations.

   July 15    Order checks from COE manager of finance and administration; ask COE receptionist to order plaques and pictures. (Allow 30 days prior to awards banquet.)
* Nomination forms will be reviewed by each committee member assigning points to each nominee, based on the following four-point scale:

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<tr>
<td></td>
<td>Do Not Recommend</td>
<td>Recommend w/ Reservations</td>
<td>Recommend</td>
<td>Highly Recommend</td>
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Each nominee’s official job description should be used to determine the level of commitment of “personal energy over and above that required by the job description”

If there is a tie in the number of points received by the nominees or if two nominees don’t stand out from the total nominations, consideration will be given to compliance with the nomination deadline, completeness of the nomination package, any letters of recommendation included with the nomination package (maximum of three), and support from the nominee’s supervisor.