SUBJECT: Awards, Recognitions and Retirement

DATE: July 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth College of Human Sciences’ policies and procedures for Awards, Acknowledgements and Accomplishments. Related OPs: 69.02, 32.24, 32.21, 32.13, 70.30

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

POLICY/PROCEDURE

1. Acknowledgments
   a. Illness
      Illness of staff, faculty, or their immediate family members should be reported to the Assistant Coordinator for College Events. Upon receipt of the information one of the following will be done:
      i. A card sent to the individual and/or family from the COHS with the Dean’s and/or an Associate Dean’s signature.
      ii. Flowers will be ordered for faculty and staff members if they are in the hospital for three or more days. Flowers will be ordered for a parent, spouse, or child of a faculty or staff member if there is a major illness.

   b. Deaths
      Death of a staff or faculty member should be reported to an Associate Dean as soon as possible. The obituary will be reviewed for memorial preference. One or more of the below practices may be followed. This will be decided on a case-by-case basis by the Associate Dean for Administration and Finance. Upon receipt of the information, the support staff will generate:
      i. A card or letter to be sent to the family from the college with the Dean’s signature.
      ii. A gift (flowers, plant, food, etc.) valued up to $75 from the college with the signature of the Dean.
      iii. A donation to a TTU scholarship of the family’s choice or request. If a scholarship has not been specified by the family for donation, the Associate Dean for Administration and Finance may choose one for a memorial contribution.

      Death of a current student will be handled on a case-by-case basis with the Associate Dean for Students communicating the appropriate action. In most cases, the Associate Dean for Students will send a letter to the family of the deceased student. Notification will be sent to the College Development Officer as informational.

      Information will be provided to Institutional Advancement regarding death of alumni, current or retired faculty and staff, and donors so that university records can be updated.
c. Major Awards or Life Accomplishments
   If a department would like to recognize faculty and staff members for major awards or accomplishments outside of the university, please ensure you are following the university OP 69.02. Requests for contribution may be made to an Associate Dean for approval to meet the request.

2. Retirement Party and Gift
   a. Party
      When a person retires, the following guidelines will be used for a retirement party:

<table>
<thead>
<tr>
<th>Employee Title</th>
<th>Who is Responsible for the party and expenses?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Department is responsible for party and expenses UP TO $750 for party, expenses and gift COMBINED</td>
</tr>
<tr>
<td>Instructor/ Professor of Practice/Assistant Professor (part-time or full time)</td>
<td>Department is responsible for party and expenses UP TO $750 for party, expenses and gift COMBINED</td>
</tr>
<tr>
<td>Associate Professor/Full Professor</td>
<td>Department is responsible for party in consultation with Associate Dean for Administration. College will provide UP TO $1,500 for party, expenses and gift COMBINED</td>
</tr>
<tr>
<td>Department Chair</td>
<td>Department is responsible for party in consultation with the Dean and Associate Dean for Administration. College will provide UP TO $1,500 for party, expenses and gift COMBINED</td>
</tr>
<tr>
<td>Dean, to include Associate Deans</td>
<td>College – The College will determine the appropriate action.</td>
</tr>
</tbody>
</table>

Retirement gifts are an allowable procurement card purchase up to $400 of one item. If a gift exceeds the $400 allowable procurement card purchase limit, please refer to the TechBuy “How To” guide for Gifts, Awards and Prizes.
b. Gifts
If a staff or faculty member retires, they will receive a gift as noted in the above section. It will be up to the department to decide what is appropriate and must adhere to the University guidelines (OP 69.02).

c. Voluntary Separation/Appreciation of Service
The University does not allow for receptions or gifts for a staff person or faculty member who leaves in good standing. If a department/center/program wishes to host an event or reception for a faculty or staff person who is leaving the university, in good standing, this must be privately funded, i.e., a collection can be taken up from whoever wishes to donate.

2. Annual Awards
a. Annual Faculty Awards
The process of selecting faculty award nominees/winners is handled through the COHS Faculty Council, which is advisory to the Dean. Once the Dean approves the candidates (or alternate), the nominees are notified by email of their selection and informed about the timeline for further action. Each College winner (except for the Burleson Faculty Service Award, the COHS Excellence in Teaching Award, and the COHS Faculty Award for Commitment to Outreach and Engagement, which are College level only awards) will now be considered for the corresponding University level award. Winners at the University level will be notified by the relevant university selection committee. Faculty award winners will be honored at the opening faculty meeting.

For a complete overview of the Faculty Award process, please see the COHS Faculty and Staff Awards Operating Policy and TTU OPs 32.24, 32.21, 32.13.

b. Annual Staff Awards
The process of selecting staff award winners is handled through two ad hoc award committees that are advisory to the Associate Dean for Finance and Operations. Once the Associate Dean approves the committee selections, the winners are notified. Staff award winners will be honored at the opening faculty meeting.

For a complete overview of the Staff Award process, please see the COHS Faculty and Staff Awards Operating Policy and TTU OP 70.30.

Documents Included

OP 69.02
OP 32.24
OP 32.21
OP 32.13

OP 70.30

TechBuy “How To” guide for Gifts, Awards and Prizes

COHS Faculty and Staff Awards Operating Policy