



*Office of the Dean*

**SUBJECT:** COHS Operating Policy for Awards, Recognitions and Retirement

**DATE OF REVIEW:** May 2021

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth College of Human Sciences' policies and procedures for Awards, Recognitions and Retirement.

**POLICY/PROCEDURE**

**1. Awards**

**a. Annual Faculty Awards**

The process of selecting faculty award nominees and recipients is handled through the COHS Faculty Council, which is advisory to the Dean.

- i. During the spring semester (early April), a call goes out to the COHS faculty to make nominations for faculty awards for the NEXT academic year. Faculty members may nominate colleagues and may self-nominate. Department chairs also submit nominees for each award. Nominators are asked to use [this form](#).
- ii. Prior to the Faculty Council meeting, the Associate Dean for Academics & Faculty makes available to Council members the award nominations along with the vita and annual report for each nominee. Council members evaluate nominations based on the qualifications for each award.
- iii. The Faculty Council meets to discuss the selection of nominees for each award. Members should be prepared to answer questions about nominees from their department. One candidate is chosen for each award along with an alternate. Two faculty members may be selected for the Burleson Service Award. The list of nominees is submitted to the Dean for approval.
- iv. An alternate should be selected should the Dean have an objection to the Council's first choice.
- v. At the discretion of the Faculty Council, material for the unselected nominees can be retained for automatic consideration the next year.
- vi. 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.
- vii. In the following fall semester, faculty award winners will be honored at the opening COHS faculty and staff meeting. Each award recipient will receive an honorarium at that time.
- viii. Each award recipient (except for awards at the college level) will now be considered for the corresponding University level award. College award recipients will complete an award packet for submission to the appropriate University selection committee based on the instructions provided in the relevant Operating Policy. The guidelines provided must be followed carefully.
- ix. Winners at the university level will be notified by the relevant university selection committee. Faculty award recipients will be honored at the COHS Fall Faculty/Staff Welcome Back event.

For a complete overview of the Faculty Award process, please see the [Faculty Awards Checklist](#) and the University Faculty Awards Operating Policy, [TTU OP 32.24](#).

b. Annual Staff Awards

The process of selecting staff award winners is handled through one *ad hoc* award committee consisting of two staff members at the department level and two staff members under the Dean's Office umbrella (Dean's Office, Advising, Student Services, Technology Services, Marketing and Communications, External Relations, and Development). A minimum of four committee members in total that are advisory to the Dean. The committee will be comprised of award winners from the previous year (preferably).

- i. During the spring semester (April), the Assistant Director from the Office of the Dean will send out a request for nominations. Nominations should be based on the staff member's performance from the previous academic year. Department chairs, faculty members, and staff members may submit nominations and self-nominations are also accepted. Nominations will be submitted using [this form](#). All nominees will be notified of their nomination through campus mail and nominators will remain anonymous.
- ii. Prior to the Staff Award Selection Committee meeting, the Assistant Director makes available to committee members the award nominees. Committee members should review those nominations based on the qualifications for each award before the annual meeting.
- iii. The committee will meet to discuss the criteria for awards, nominations submitted, and go through the selection process. The Staff Award Selection Committee will select a total of four winners across two staff award categories (as defined in the [Staff Award Nomination Form](#)).
  - a. Members complete an optional anonymous voting process in ranking each candidate for each award.
  - b. Nominees with the highest rankings will be selected for the awards which is then submitted to the Dean for approval.
- iv. Upon Dean approval, the award winners are notified. In the Fall of each new academic year, staff award winners will be honored at the opening Faculty/Staff Welcome Back event. Each winner will be given an award letter and will receive an honorarium that will be direct deposited during the next pay period.

For a complete overview of the Staff Award process, please see the University Distinguished Staff Awards Operating Policy, [TTU OP 70.30](#).

## 2. Recognitions

a. Illness

Illness of staff, faculty, or their immediate family members should be reported to the Dean's Office. 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 the Dean’s Office or to the Dean or 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 Dean. 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 \$99 from the college with the signature of the Dean.

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 and will include a signature by the Dean. Notification will be sent to the College Development Officer as informational.

<b>Deceased Person</b>	<b>Card to Family signed by Dean</b>	<b>Gift to Family (valued up to \$99)</b>
Current faculty or staff member	<b>X</b>	<b>X</b>
Spouse or immediate family member of current or retired faculty or staff Member	<b>X</b>	<b>X</b>
Donor or spouse of donor	<b>X</b>	
Alumni	<b>X</b>	

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 the university [TTU OP 69.02](#) is followed. Requests for contribution may be made to the Dean or Associate Dean for Academics & Faculty for approval to meet the request.

**3. Retirement (Party and Gift)**

a. Party

When a person retires, the following guidelines will be used for a retirement party:

<b>Employee Title</b>	<b>Who is responsible for the party and expenses?</b>
Staff	Department is responsible - may spend UP TO \$750 for party, expenses and gift in total.
Instructor/Professor of Practice/Assistant Professor ( <i>part-time or full time</i> )	Department is responsible - may spend UP TO \$750 for party, expenses and gift in total.
Associate Professor/Full Professor	Consult first with the Dean to approve the plan.  College will provide UP TO \$1,500 for party, expenses and gift in total.  Department is responsible for party.
Department Chair	Consult first with the Dean to approve the plan.  College will provide UP TO \$1,500 for party, expenses and gift in total.  Department is responsible for party.
Dean, to include Associate Deans	College – The College will determine the appropriate action.

Retirement gifts are an allowable procurement card purchase. These gifts will not be subject to taxation, up to a \$400 gift value (limited to one item). This means one gift, up to \$400 maximum.

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. Please refer to [TTU 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.

**Please find the links below to the related Texas Tech University Operating Policies:**

[Faculty Awards \(OP 32.24\)](#)

[Chancellor’s Council Distinguished Teaching Award \(OP 32.13\)](#)

[Chancellor’s Council Distinguished Research Award \(OP 32.21\)](#)

[Staff Awards \(OP 70.30\)](#)

[Faculty Awards Checklist](#)

[Staff Awards Nomination Form](#)

[Staff Ranking Form - Kathryn Burleson Award](#)

[Staff Ranking Form – COHS Commitment Award](#)

[Award Nominations and Selections Summary Form](#)