



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 70.30: Distinguished Staff Awards for Non-faculty Employees

DATE: December 19, 2016

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish an awards program to recognize and support the achievements of Texas Tech University and Texas Tech University System non-faculty benefits-eligible employees. (Faculty positions, including librarians and archivists, are ineligible for this program.)

REVIEW: This OP will be reviewed in September of even-numbered years by the Assistance Vice President for Human Resources with the substantive revisions forwarded to the Chief of Staff for the President and Associate Vice President for Administration.

POLICY/PROCEDURE

1. General Policy

a. Five levels of awards are included in this annual program:

- Matador Award
- Masked Rider Award
- Guns Up Award (groups are comprised of 10 or fewer employees)
- President’s Award of Excellence
- Chancellor’s Award of Excellence

More information concerning these awards can be found on the Human Resources website or at the following link, <http://www.depts.ttu.edu/hr/staffawards/>.

b. Eligibility

These awards are made in accordance with each of the eligibility criteria listed below. The award year is considered the fiscal year.

The nominee(s) must:

- (1) Have a current performance evaluation on file in Human Resources and have received an overall rating of “strong performer” or above and have a rating of “strong performer” or above in all rated categories;
- (2) Be continuously employed as a full-time or part-time benefits-eligible employee for 12 consecutive months prior to the nomination;

- (3) Not have received a disciplinary action within the previous 12 months; and
- (4) Not have received a Distinguished Staff Award in the past five years.

Note: The nomination may include an individual or team; however, all members of a team must meet the basic eligibility criteria stated above. If any member does not meet the eligibility requirements, Human Resources, with the approval of the nominator, will remove the ineligible team member and continue the nomination process with the remaining eligible team members.

c. Nominations

The electronic nomination form is the only source of information about the nominee the selection committee uses in the selection process. The selection committee members evaluate the degree the nominee demonstrates excellence in each of the criteria areas listed for consideration of the award. The quantity of nominations received is not a factor in the selection process.

d. Verifications and Approvals

Verification of employment, performance, and training criteria will be completed by Human Resources. Division leaders (provost, vice presidents, and deans) and immediate supervisors will be notified of employees from their areas who are nominated. Approval by the division leader and immediate supervisor is required for an award to be presented to the Distinguished Staff Awards Selection Committee.

e. Awarded Evaluation Criteria and Selection

Eligible nominations will be evaluated on the specific criteria for the award for which the employee is being nominated, and the selection committee will use a weighted scoring method to evaluate the criteria. The selection committee will prepare a list of recommendations to submit to the President and Chancellor for his/her review and final selection for the respective awards.

2. **Administration of Program**

The administration of the program will be handled through Human Resources.

3. **Selection Procedure**

a. Call for Nominations

Nominations are solicited for eligible employees of the university and the system through Human Resources. Human Resources will provide timelines and due dates for nominations in April of each year.

b. Selection Committee

The selection committee will be composed of the chair, chair select, and representation from previous award winners.

c. Nominators

Any member of the Texas Tech community can submit nominations for eligible employees.

d. Nomination Form and Specific Award Criteria

Specific award criteria and nomination forms are available on the Distinguished Staff Awards website (www.depts.ttu.edu/hr/staffawards/) or by contacting Human Resources.

e. Exclusions

- (1) Self-nominations and anonymous nominations will not be accepted.
- (2) Nominations received after the deadline will be returned to the nominator.
- (3) Librarians, archivists, and other faculty positions are ineligible for this program.

4. **Awards Ceremony**

Human Resources plans and organizes an awards ceremony, which is held in the fall.

5. **Right to Change Policy**

Texas Tech reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.