

Texas Tech University  
**WHITACRE COLLEGE OF ENGINEERING**

**Operating Policy and Procedures**

[Approved by Executive Committee: 06/10/2016]

**WCOE OP 10.20: Staff Awards**

**Date:** August 2016

**Purpose:** The purpose of this Operating Policy is to establish the procedure for recommending generic staff awards for the Whitacre College of Engineering, Texas Tech University.

**Review:** This OP will be reviewed in the summer of every odd-numbered 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 (WCOE). To promote and recognize excellence, the college provides for one or two generic staff awards, not restricted by job function. These award(s) are for recognition of employee(s) 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**

WCOE award recipient(s) are recognized annually at the COE faculty/staff banquet where award checks and certificates 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 certificate of recognition, and a picture to display on the monitors in the Whitacre College of Engineering building. 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 Staff Awards Committee will be comprised of a minimum of five (5) members, appointed by the Dean of the College of Engineering or his/her appointed representative and serving for a term of two (2) years. The recipient(s) of the award will be invited by the Dean or his/her appointed representative 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 one or two awards available each calendar year based on available funding. 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 a minimum of one year.
- d. Nominees must have a current positive performance appraisal on file in Human Resources, and EEO certification must be current.
- e. Nominees must be up-to-date in all training and employment requirements for the university and the state.
- f. Nominees must not have received the award in the previous three (3) years.
- g. Nominees must have been employed in the Whitacre College of Engineering for a minimum of one (1) year in order to be nominated.
- h. Nominees are not eligible to participate in the selection committee for the Orval Leroy Staff Award. Therefore, if a member of the SAC is nominated, the nominee may either recuse themselves from the selection process or decline the nomination in order to participate in the selection process.
- i. Members of the SAC are not eligible to nominate for the award, but are asked to nominate a staff member for University Staff Awards.

#### 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 instructions for how to submit a nomination.  |
| April 15 | A reminder will be sent to all COE employees two (2) weeks before the nomination deadline and again one (1) week prior to the deadline.   |
| June 1   | Deadline for receipt of nominations for the Staff Award.  |
| June 15  | Staff Awards Committee members to review nominations. Nominations will have been disbursed electronically to committee members in advance of this date. ** Staff Awards Committee members will recommend award recipients to the SAC Chairperson.                 |
| August 1 | Final selection of award recipient(s) made; Dean and/or appointed representative notified of committee recommendation. Order check(s) from COE Manager of Finance and Administration; order certificate(s) and picture(s). Allow 30 days prior to awards banquet. |

\*\* Nomination forms will be reviewed by each committee member by assigning points to each nominee based on the following four-point scale:

1	2	3	4
Do Not Recommend	Recommend w/ Reservations	Recommend	Highly Recommend

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.