

SUBJECT: College of Health & Human Sciences Operating Policy for Awards and Retirement

DATE OF REVIEW: February 2025

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the College of Health and Human Sciences' policies and procedures for awards and retirement.

POLICY/PROCEDURE

1. Awards

a. Annual Faculty Awards

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

- i. During the spring semester (March), a call goes out to the CHHS faculty to nominate faculty awards for the NEXT academic year. Faculty members may nominate colleagues and may self-nominate. Department chairs also submit nominees for each award.
- ii. Prior to the Faculty Council meeting, the Associate Dean for Academics & Faculty makes the award nominations, along with the vita and most current annual report for each nominee, available to Council members. Council members evaluate nominations based on their 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 object to the Council's first choice.
- v. At the discretion of the Faculty Council, materials for the unselected nominees can be retained for automatic consideration the following 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 CHHS 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.

- ix. The relevant university selection committee will notify winners at the university level. Faculty award recipients will be honored at the following CHHS Fall Faculty/Staff Welcome Back event.

For a complete overview of the faculty award process, please refer to 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, Research, Marketing and External Relations, and Development). A minimum of four committee members are advisory to the Dean. The committee will be comprised of the award winners from the previous year (preferably).

- i. During the spring semester (on or about April/May), the Associate Director of Business Operations from the Office of the Dean will request 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 accepted through an online nomination 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 Associate Director of Business Operations makes the award nominees available to committee members. 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 and nominations submitted and go through the selection process. The Staff Award Selection Committee will select four winners across two staff award categories (as defined in the [Staff Award Nomination Form](#)).
 - a. Members complete an optional anonymous voting process to rank each candidate for each award.
 - b. The nominees with the highest rankings will be selected for the awards and submitted to the Dean for approval.
 - c. If only one nomination is received for an award category, that nominee shall be deemed the winner.
 - d. If there is no exempt or non-exempt nominee for an award category, the committee can award two from the same class for which the nominations were received.
- iv. Upon the Dean's approval, the award winners are notified. In the Fall of each new academic year, staff award winners are honored at the opening Faculty/Staff Welcome Back event. Each winner is given an award letter and receives an honorarium that will be directly 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. Retirement (Party and Gift)

a. Party

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

Employee Title	Who is responsible for the party and expenses?
Staff	The department is responsible - may spend UP TO \$750 for party, expenses, and gifts in total.
Instructor	The department is responsible - may spend UP TO \$750 for party, expenses, and gifts in total.
Associate/Full Professor Associate/Professor of Practice Senior Lecturer	Consult first with the Dean to approve the plan. The college will provide UP TO \$1,500 for the party, expenses, and gifts in total. The department is responsible for the party.
Department Chair/School Director	Consult first with the Dean to approve the plan. The college will provide UP TO \$1,500 for the party, expenses, and gifts in total. The department is responsible for the party.
Dean, to include Assistant/Associate Deans	College – The College will determine the appropriate action.

Retirement gifts are allowable procurement card purchases. These gifts will not be subject to taxation, up to \$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. The department will decide what is appropriate, and it must adhere to the University guidelines. Please refer to [TTU OP 69.02](#).

c. Voluntary Separation/Appreciation of Service

The university does not allow receptions or gifts for staff or faculty members who leave in good standing. If a department/center/program wishes to host an event or reception for a faculty or staff member who is leaving the university in good standing, this must be privately funded, i.e., a collection can be taken 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 \(OP 70.30\)](#)

[Staff Awards Nomination Form](#)
[Staff Ranking Form - Kathryn Burleson Award](#)
[Staff Ranking Form – CHHS Commitment Award](#)
[Award Nominations and Selections Summary Form](#)