Texas Tech University Health Sciences Center
Operating Policy and Procedure

HSC OP: 70.50, Distinguished Staff Awards for Non-Faculty Employees

Purpose: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish an awards program to recognize and support the achievements of non-faculty benefits-eligible employees. (Faculty positions, including librarians and archivists, are ineligible for this program.)

Review: This HSC OP will be reviewed on June 15 of even-numbered years (ENY) by the administrator of HSC Relations and the Assistant Vice President for Human Resources, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration and the President by July 1.

Policy/Procedure:

1. General Policy

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

   - Quality Staff Award
   - Quality Supervisor Award
   - Quality Team Award
   - President’s Award of Excellence
   - Chancellor’s Award of Excellence

   More information concerning these awards can be found on the HSC Relations website at www.ttuhsc.edu/relations/awards.

   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 with an overall rating above 4.0;
   2) Be continuously employed as a full-time benefits-eligible employee for 12 or more consecutive months prior to the nomination;
   3) Have not received a disciplinary action within the previous 12 months;
   4) Have completed all required trainings; and
   5) Have not received a Distinguished Staff Award in the past five years. (The Quality Service Awards will be used as a basis for eligibility until a five-year history has been established for the Distinguished Staff Awards.)

   Note: The nomination may include an individual or a team; however, all members of a team must meet the basic eligibility criteria stated above. If any member does not meet the eligibility requirements, the entire team will be ineligible. The nominator may remove the ineligible team member and resubmit the nomination with eligible team members.
c. **Nominations**

The 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. The nomination form should be brief and concise.

d. **Verifications and Approvals**

Verification of employment, performance, and training criteria will be completed by Human Resources. Division leaders (vice presidents and deans) and immediate supervisors will be notified of employees from their area 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 via a committee appointed by the President.

3. **Service Awards**

   a. **Award Descriptions**

      1) **Quality Staff Award:**
         
         Maximum of twelve (12) awards will be presented:
         
         - Cash Award $500
         - Award Clock

      2) **Quality Supervisor Award:**
         
         Maximum of four (4) awards will be presented:
         
         - Cash Award $750
         - Award Clock

      3) **Quality Team Award:**
         
         Maximum of two (2) awards per team will be presented:
         
         - Cash Award $2500. Maximum per person team award is $500. Teams exceeding 5 members will receive equal shares of the $2,500.
         - Award Clock for each team member

      4) **President’s Award of Excellence:**
         
         Maximum of two (2) awards will be presented:
         
         - Cash Award $1000
         - Award Clock

      5) **Chancellor’s Award of Excellence:**
         
         Maximum of two (2) awards will be presented:
         
         - Cash Award $1500
         - Award Clock
4. **Selection Procedure**

   a. **Call for Nominations:** Nominations are solicited for eligible employees of the HSC through the HSC Relations Office.

   b. **Selection Committee:** The selection committee will be composed of representation from previous award winners.

   c. **Nominators:** Co-workers, customers, or supervisors of the employee(s) can submit nominations for eligible employees.

   d. **Nomination Form and Specific Award Criteria:** Specific award criteria and nomination forms are available on the HSC Relations website at [www.ttuhscedu/relations/awards](http://www.ttuhscedu/relations/awards).

5. **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.

6. **Awards Ceremony**

   HSC Relations Office plans and organizes an awards ceremony, which is held in the spring.

7. **Right to Change Policy**

   TTUHSC 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.