Procedure Statement

These Procedures are established to implement a President’s Recognition Program for University faculty and staff. Recognizing special/extraordinary accomplishments of University faculty and staff helps to foster a culture of excellence and lets faculty and staff know that their extra efforts are appreciated.

Procedures

1. Professor of the Semester Award.
   1.1 Each semester the President will recognize a professor.
   1.2 Division Heads may nominate professors by submitting their justification for their nomination (up to one page) to the Provost for his/her review by the 5th day of the following month (if the 5th day falls on a weekend or holiday then submission will be the next business day following the 5th). The Provost will meet with the President to review the recommendations no later than the 10th day of that month. The President will select one professor for receipt of the award and present the award at a time and in a manner deemed appropriate by the President.

2. Lecturer of the Semester Award.
   2.1 Each semester the President will recognize a lecturer.
   2.2. Division Heads may nominate lecturers by submitting their justification for their nomination (up to one page) to the Provost for his/her review by the 5th day of the following month (if the 5th day falls on a weekend or holiday then submission will be the next business day following the 5th). The Provost will meet with the President to review the recommendations no later than the 10th day of that month. The President will select one lecturer for receipt of the award and present the award at a time and in a manner deemed appropriate by the President.
3. Staff of the Semester Award.

3.1 Each semester the President will recognize a nonsupervisory staff member.

3.2 Supervisors can nominate one staff member by submitting their justification for their nomination to their supervisors who in turn will submit the nomination to their Vice President or Executive Director by the 5th day of the following month (if the 5th day falls on a weekend or holiday then submission will be the next business day following the 5th). The applicable Vice President or Executive Director will submit their nominations to the President no later than the 10th day of that month. The President will select one staff member for receipt of the award and present the award at a time and in a manner deemed appropriate by the President.

4. Supervisor of the Semester Award.

4.1 Each semester the President will recognize a supervisory staff member.

4.2 Each semester Division Heads may nominate one supervisor by submitting their justification for their nomination to the President by the 5th day of the following month (if the 5th day falls on a weekend or holiday then submission will be the next business day following the 5th). The President will select one supervisor for receipt of the award and present the award at a time and in a manner deemed appropriate by the President.

5. Awards for this recognition program will be limited to non-monetary means such as plaques, certificates, and letters. Where possible, the recognition awards should be presented in a public forum such as a department or University-wide meeting.

6. In addition to the monthly awards, an annual award will be granted for each category. The nomination process for the annual awards will be the same as described above for each category. The annual awards will be based on the academic year with award nominations submitted to the President by July 31st (if July 31st falls on a weekend or holiday then submission will be the next business day). The President will select one professor, lecturer, staff, and supervisor as annual award winners and present the annual awards at a time and in a manner deemed appropriate by the President.

7. The Director of Human Resources will ensure appropriate reminders are sent to the cabinet staff regarding submission of award nominations as outlined in this Procedure.

8. The Associate Vice President for University Communication’s Office will be responsible for obtaining any plaques, letters, etceteras presented to award winners in addition to publicizing these awards throughout the University and in other media or manner, such as the University’s Web site, as deemed appropriate by the President.
Definitions

**Professor** – This category includes Visiting Professor, Assistant Professor, Associate Professor, Assistant Clinical Professor, Associate Clinical Professor, Sr. Clinical Professor, and Professor positions. For the purposes of this Procedure, the Professor category does not include Division Heads or Department Chairs who are not eligible for recognition under this program.

**Lecturer** – This category includes full-time and part-time lecturer positions.

**Staff** – This is a non-supervisory Staff category and includes all non-faculty employees. This category does not include supervisors or those positions that require student status.

**Supervisor** – This is a supervisory Staff category and includes non-faculty employees who oversee an area with at least two full-time-equivalent employees reporting directly to them. For the purposes of this procedure, Assistant Vice Presidents, Associate Vice Presidents, Vice Presidents, Executive Directors, and Special Assistants are not eligible for recognition under this procedure.

**Semesters** – For the purpose of this procedure, there will be two semesters in the academic year, fall and spring.

Contact Office

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