

Updated December 09, 2008

## **STAFF EXCELLENCE AWARDS PROCEDURES DEPARTMENT OF MECHANICAL ENGINEERING**

*Note: The total award check will be \$500.*

### **Timeline:**

- In December: The policy committee chair calls a meeting of the committee to discuss any business
- Nomination period begins the first week in January, and ends at the end of the month
- Nominator verifies performance standing of proposed candidate with EA before submitting nomination
- Collection of nomination packets by EA: 1 business day after nomination period ends
- Judging period: 3 business days after EA collects packets
- Tie-breaking: 2 business days after selection period ends
- Award ceremony will take place in February. Date to be announced

### **Change in Judging Committee:**

The Judging Committee, selected on an annual basis, will be comprised of

- 2 staff members (1 of these is the most recent award winner; the other is a volunteer, who will not be eligible for the award during his/her tenure on the committee)
- 2 faculty members (assigned by the Department Chair)
- 2 students (1 undergraduate and 1 graduate, volunteers solicited by the Undergraduate and Graduate Offices)

### **Procedures:**

#### **Policy Committee**

In November the Policy Committee Chair calls a meeting of the committee to discuss any business. The Policy Committee Chair announces the nomination deadline to the department as follows:

- a) during the staff meeting;
- b) by e-mail sent to all of the ETC building and the offices at PRC;
- c) by e-mail sent to all Graduate and Undergraduate students (the Committee Chair may arrange this through those respective offices); and
- d) via fliers placed near all ETC elevators.

One week after nomination deadline is announced, Department Chair will send an email to the faculty encouraging their participation.

Included in this announcement are guidelines / suggestions for successful nomination packets. This is the correct time to outline the fact that a nomination needs to be supported by various people — in essence, a campaign should be mounted by the nominator on behalf of the nominee. A nomination box suitable to accommodate the nomination packets will be located by the 5th floor elevators.

*[Download the nomination form (pdf) at*

*[http://www.me.utexas.edu/committees/staff/docs/staff\\_nomination\\_form.pdf](http://www.me.utexas.edu/committees/staff/docs/staff_nomination_form.pdf)]*

The Policy Committee Chair sends e-mail reminders to all of ETC and offices at PRC one week and also one day prior to the nomination deadline.

### **After the nomination period is over, the Executive Assistant does the following:**

1. Picks up the nominations from the drop-box on the day after the nomination deadline.

2. Reviews the nominations for eligibility. Ineligible nominations are returned to the nominator with a note indicating that the eligibility criteria were not met, and that nominators are welcome to see the E.A. for further information. To be eligible, nominees must: hold a classified title and regular appointment for at least one year, starting September 1, 2007; belong to an M.E. academic or research group reporting to the Department Chair; not be a member of the Judging Committee; not be the Executive Assistant; and have a good job performance record during the nomination period.
  - For nominations that the E.A. determines are ineligible due to the job performance record, the following procedure applies before the E.A. contacts the nominator: the E.A. & Supervisor must agree and have documentation on file to support, and the Department Chair must agree/approve. Any discussion with the nominator on the matter must protect employee record confidentiality.
  - The E.A. will not share information on ineligible nominations with any Judging Committee member, nor forward any related materials to the Committee for review.
3. Makes enough copies of the nomination packets for each member of the Judging Committee and the Department Chair (to be distributed 3 business days prior to casting secret ballot); holds onto the originals of the nomination packets for the nominees' personnel files and further copying.

#### Judging Committee Secret Ballot Process:

- The committee members vote to choose (or not choose) an award winner based upon the packets. Criteria are listed on the M.E. web site on the Staff Rewards & Recognition Program page. [<http://www.me.utexas.edu/committees/staff/about.php>]
- Votes are collected and tallied by the E.A. in a sealed ballot box.
- The Department Chair (or non-supporting designee appointed by the Chair of Policy Committee) votes in the event of a tie.

*Please note! All nominations are to be kept strictly confidential.*

#### **After the judging process ends, the EA will:**

- Inform nominator of award winner selection (remind about confidentiality).
- Letter templates may be downloaded from <http://www.me.utexas.edu/committees/staff/judging-committee.php>.
  - For Award Winner: original congratulatory letter from the Department Chair; copies of the nomination packet.
  - For Nominees (candidates who were evaluated but didn't win): original congratulatory letter from the Department Chair; copies of their respective nomination packets.
  - For Nominators: copy of the congratulatory letter for the respective nominee.
  - For personnel files: copies of all congratulatory letters from the Department Chair; original nomination packets for all candidates.
- Collect temporary presentation items (check and generic plaque), paperweight, and the original Chair's congratulatory letter and give them to the Department Chair for presentation. The award winner will receive a personalized plaque later.
- Notify the Department Chair, the nominator, and any speakers of the date and time of the reception one week prior to it, thus enabling them to attend ceremony if possible.
- Covertly assure award winner's attendance.
- Distribute nominees' and nominators' letters following the reception.
- Notify the designated refreshments coordinator that a winner was selected (so that arrangements can be made for refreshments).

#### **The Policy Committee Chair will:**

- Arrange for the award plaque and paperweight (see machine shop supervisor) and the

check (see procurement officer) immediately after the ceremony, requesting a two-week delivery.

- Arrange for photographs to be taken (see webmaster).
- Reserve a room and announce the reception to staff and faculty.
- Send an e-mail reminder to staff and faculty on the day of the reception, at least two hours prior to the ceremony.

**One Pre-selected Policy Committee Member will:**

- Arrange for refreshments (check with the service center including ordering the cake).
- Pick up cake on day of reception.

**On the day of the Award Reception, the Policy Committee Members will:**

- Begin setting up one hour prior to the ceremony.
- Set out the cake (may be ordered or picked up in advance) and prepare beverages (coffee/Hawaiian punch).
- Set out the proper utensils (knife to cut cake, cups, forks, plates, and napkins for all) and tablecloths (if necessary).
- Clean up after the reception.

**Format for the Award Reception:**

1. The Department Chair provides background on the award.
2. The Department Chair turns the floor over to the nominator.
3. The nominator presents information on the recipient, without announcing the recipient's name.
4. The nominator announces the recipient's name.
5. The recipient joins the presenters.
6. The Department Chair presents the award materials to the recipient.
7. The nominator asks others to speak (optional).
8. The floor is given to the recipient.

**Both committees exchange feedback about the process** (should occur within two weeks after the ceremony).