Operating Policy and Procedure

SON OP:  10.095 Staff Awards Policy

Purpose:  This policy outlines the processes and procedures for the nomination and selection of recipients for the Staff Awards of the School of Nursing. The five (5) award categories are open to all benefits eligible staff in the School of Nursing.

Review:  This section of the handbook shall be reviewed by the Dean and Staff Council by September 1st on even-numbered years.

POLICY/PROCEDURE

In Collaboration with the Dean, Staff Council is responsible for initiating, implementing the staff awards process for the SON, and publicizing award nominees and recipients in TTUHSC publications, e.g., Annual Reports, and community announcements (marketing).

AWARD NAME and CRITERIA:

1. Creative Innovator
   • Developed imaginative ideas to drive the organization forward; came up with creative and new ways of doing things.
   • Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit.
   • Inspires others to share ideas, incorporate decision making processes and acts as a role model.
   • Develop new solutions for job/problems. These solutions save either time, make jobs easier, save money or a combination of all.
   • Exhibits the ability to think outside of the situation considering outcomes of projects.

2. Leadership
   • Recognizes individuals exemplifying extraordinary leadership qualities and characteristics in leading their program and/or division serving as a change agent through engagement of their peers, team, faculty, internal and external entities.
   • Utilizes resources to engage others, inspires, and engages towards a common vision and goal within the scope of the university, and serve as mentor giving of self, lifting others to meet their personal and professional goals.
   • Demonstrates effective team work and collaboration.
   • Demonstrates a strong understanding of the organization’s vision, mission, and values.
   • Inspires others to serve as a role model.
   • Demonstrates the use of effective communication tools and techniques.

3. Community Engagement
   • Persons being nominated for this award will have consistently demonstrated qualities of compassion and service to either one organization or a variety of volunteer activities in one year.
   • A nominee has demonstrated any of the following:
     • “Leading the charge” in order to initiate a community project or University initiative outside of their usual assignment.
     • Active in community service such as volunteering with charitable, nonprofit organizations, or with the University community.
     • Providing assistance to local community or University project(s) that had a positive impact on individuals.
• Exhibits service that is beneficial to many people of diverse backgrounds.
• Serving as an inspiration to others through his or her persistent excellence either at the University (in a capacity other than their usual assignment) or in the general community.

4. **Customer Service**
   • Demonstrates a clear understanding of “who” the customer is (internal & external).
   • Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others.
   • Consistently demonstrates a professional demeanor at all times.
   • Demonstrates an understanding of diverse and cultural differences when working or assisting others.
   • Demonstrates the use of effective communication.

**PROCESS FOR SUBMISSION:**
The Nomination process will open every year on the second (2nd) Monday of each January and close the second (2nd) Monday of each February at midnight.

1. Staff must be nominated by a peer or supervisor. Self-nominations are not allowed.
2. Nominee must be employed a minimum of one year with the School of Nursing.
3. A staff member may be awarded only one award per year.
4. A staff member may not receive an award in the same category more than once within a three year period.
5. Nomination and supporting documentation shall be submitted electronically via the [staff nomination link](#).
6. All nominations must have supervisor approval.

**PROCESS FOR SELECTION:**

1. Staff Council will delegate a Staff Council member on a yearly basis to be Chair of the Staff Awards Task Force. The Staff Awards chair will ask for members from TTUHSCSON to be members of the Task Force. The Task Force will be compromised of:
   a. Five (5) SON staff who represent the numerous regions and programs within the SON.
2. Staff Awards Task Force members will review all nominations and select recipients.
3. Nominees will not be allowed to participate in the selection process.
4. SON Staff award recipients will have full support of the SON and could be considered for nomination to the TTUHSC Distinguished Staff awards.

**AWARD DATE**

1. All awards will be announced at the TTUHSC SON Spring Organizational Meeting.