

Revised July 2006

**Staff Awards Program
Department of Computer Science**

Program Administration:

The purpose of the Staff Awards Program is to promote service of the highest caliber to the Department. There will be a maximum of two, \$500 awards, made during a calendar year, one award per six month period. The Department Chair will appoint an Awards Committee which will assess all nominations each year and make recommendations to the Chair. The program will be announced annually to Department personnel and information will be posted to the Department's web site. The selection of the Semi-annual Award will be announced at staff meetings as well as via email announcement from the Chair to Department personnel. An announcement will also be made at the Department's Awards Ceremony. Semi-annual awards will include staff members' names being entered on a plaque and monetary compensation.

Award Criteria:

- Quality of work
- Demonstrated dedication, initiative and/or resourcefulness
- Overall performance rating of satisfactory or greater
- Accessibility and/or responsiveness to students, faculty, staff, and Department visitors
- Contribution to the Department's positive reputation
- Employed by the Department in a staff classification for a minimum of one year prior to nomination

Procedures:

Any University staff or faculty member from a campus department can submit a nomination regarding the performance of an exempt or non-exempt staff member with a 50% or greater Department appointment. Staff members may not self-nominate. Nominations should be sent (email preferred) to the Chair of the Awards Committee. The Department Chair will select committee members on an annual basis. The nomination narrative should describe the work performed, address the award criteria, and the time frame during which the work was accomplished. Nominees that are not selected for an award will be considered each subsequent review period along with new nominations. The Department will provide funds with the award made via payroll distribution directly to the employee. The following schedule will be used for semi-annual nominations and awards:

Semi-annual Nomination Period	Award Selection and Announcement
January – June	July
July – December	January