

Division of Research Staff Excellence Awards Team Guidelines

The 2024 Division of Research Staff Excellence Awards are intended to honor and recognize a Team who demonstrates a commitment to excellence in performing their job duties and exhibiting performance above and beyond their job duties in a team commitment to Aggie core values, and who demonstrate initiative in contributing to the Texas A&M University community and the Division of Research (DOR). This award is intended to honor and recognize exceptional team performance and significant sustained contributions, with a portion occurring during the last fiscal year.

ELIGIBILITY CRITERIA

Impact should be evidenced by individual actions contributing to the team effort, to make a positive impact within the Division and externally through the sharing of ideas; outstanding and sustained improvements in customer service, processes and procedures, communication and/or reduction of service barriers; or implementation of new ideas or innovations as a team resulting in greater customer satisfaction or substantial cost savings. Teams selected for this award will have demonstrated a team commitment to support Aggie core values (respect, excellence, leadership, loyalty, integrity, and self-less service) at Texas A&M, within the Division, and externally.

To broaden opportunities for recognition, previously awarded teams are ineligible to receive the same award for a period of two years following their recognition. However, individual members of previously awarded teams are still eligible for new team nominations, provided they are part of a different cross-collaborative effort. For example, if members of a previously awarded team collaborate with individuals from other departments or units to form a new team, that new team remains eligible for nomination. Ultimately, teams consisting of the same members in the same departmental or unit structure as the previous award-winning team will not be eligible for two years.



TEAM DEFINITION

- A team must consist of at least two members, and a maximum of ten total team members.
- Team members may include both Division of Research staff and centralized staff.

To be eligible for the DOR Staff Excellence Award, team members must:

- Be full-time employees.
- Have at least two years of service in the Division or within their unit if the unit was recently moved under the Division. Alternatively:
 - Centralized staff must have at least two years of working with the Division.
 - Postdoctoral research associates must have at least one year of service in the Division or their unit.
- Have received an annual performance evaluation rating of “meets expectations” or higher.
- Hold a title below that of Associate Vice President, Director, or equivalent.

AWARD

Each member will receive a monetary award of \$500 and individual certificates.

SELECTION PROCESS

The principal nominator (any employee of The Texas A&M University System) should complete and sign the nomination form. The form should be submitted with a letter of nomination describing how the team meets the criteria listed above. Up to three, one-page letters of endorsement may also be submitted. Self-nominations will not be accepted. The DOR Awards Recognition Committee will review and select the award recipients using a numerical scoring system.

The nomination process will open on Tuesday, October 1, 2024, and nomination packets must be received by close of business on Friday, October 18, 2024.

Awardees will be notified on Friday, November 15, 2024.