

# Division of Research Staff Excellence Awards Individual Guidelines

The 2024 Division of Research Staff Excellence Awards are intended to honor and recognize members who demonstrate a commitment to excellence in performing their job duties and performance above and beyond their job duties, a 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 staff performance and significant sustained contributions, with a portion occurring during the last fiscal year.

## ELIGIBILITY

Nominees for the DOR Staff Excellence Award (Individual) must meet the following criteria:

- Be a full-time employee.
- Have at least two years of service within 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 Associate Vice President, Director, or equivalent.
- To broaden opportunities for recognition, previous individual award recipients are ineligible to receive the same award for a period of two years following their recognition.



## CRITERIA

Nominees should meet the following criteria:

- Demonstrate a sustained commitment to professional excellence and growth within the Division, either through personal actions related to mentorship, professional development, and/or leadership, or by fostering the advancement of others in these areas.
- Exhibit special qualities such as innovation, initiative, enthusiasm, and cooperation.
- Make a positive impact within the Division and externally by sharing ideas, achieving outstanding and sustained improvements in areas such as customer service, processes, procedures, communication, and/or reducing administrative burdens.
- Show a commitment to upholding Texas A&M's Aggie core values of respect, excellence, leadership, loyalty, integrity, and self-less service within the DOR and across all stakeholder groups.

## AWARD

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

## 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 candidate meets the criteria listed above. One, one-page letter 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.***