

January 07, 2016

MEMORANDUM

TO: Academic Affairs Climate and Diversity Committee (AACDC)
FROM: Mark Dawson, Chair of the Traditions of Excellence Awards Subcommittee
RE: Criteria for New Traditions of Excellence Awards

A handwritten signature in black ink, appearing to be 'MD', located to the right of the 'FROM' line.

Committee Members: David Tofel, Sandra Chavarria, Adelia Humme, Mosadi Porter

The subcommittee was tasked with the development of the criteria for several newly created Tradition of Excellence Awards. The newly created awards are listed below:

- **Tradition of Excellence Team Award**
- **Tradition of Excellence Support Staff Award**
- **Tradition of Excellence Leadership Award**
- **Tradition of Excellence in Diversity and Inclusion Award**

The committee approached this task in an efficient manner, attempting to utilize the established guidelines for eligibility and rating criteria in order to create a simple and streamlined process. We have proposed the addition of two new rating criteria. First, we propose the creation of *Collaboration* as a new rating category to reflect the collaborative nature that working within such a large University system requires. Our employees serve a customer base that is large and wide spread, working with entities across the campus, state, and globe. Because of this, we believe that the addition of the *Collaboration* category will allow us to take this important factor into consideration, enabling us to showcase our collaborative talents across the division, University, and Texas A&M University System.

Second, we propose the creation of *Diversity & Inclusion* as a new rating category to reflect the commitment to diversity and inclusion initiatives within the division. This rating category will only be utilized for those individuals that are nominated for the Diversity and Inclusion Award. Adding this category allows us to keep all nominees in the same pool, and will allow someone who is nominated for the Diversity and Inclusion award to be considered for a standard Tradition of Excellence award if they are not selected to receive the Diversity and Inclusion Award.

Our main goal was to integrate the new awards in a simple and efficient manner. We did not want to create any drastic changes to the established processes or create any new complicated processes that would make the award process more cumbersome. I suggest that annually, AABS should send to AACDC a report about the demographics of awardees and applicants, comparing the current year to the past 3 years, so the results may be reviewed for equity. In the following pages you will see the recommended adjustments we have made in order to account for the newly created awards.

**Guidelines
Academic Affairs
Tradition of Excellence Staff Awards
2015 Call for Nominations**

The Academic Affairs Tradition of Excellence Staff Awards program was established in 1997 through the generous support of The Association of Former Students to recognize and reward superior service in the Division of Academic Affairs. Awardees are those who have made distinguished contributions to Texas A&M University through their dedication, initiative, outstanding achievements, enthusiasm, and attitude in their work. Awards are made annually and include cash gifts and other recognition. Candidates may self-nominate or be nominated by individuals or groups within the University or The Texas A&M University System.

Award Categories:

- ❖ Team (1 award), Support Staff (2 awards), Director/Professional (10 awards), Leadership (1 award), and Diversity and Inclusion (1 award)

Eligibility:

- ❖ **With the exception of those applying for a team award**, nominees must be staff who are employed at least 50-percent time and have a minimum of two years of service within the Division of Academic Affairs. **For Team Award nominees, all members should be currently employed with the Division of Academic Affairs and have a minimum of two year's of service with Texas A&M University.**
- ❖ Employees with job designations of director or its variants (assistant director, associate director, etc.) and below are eligible to be nominated for **all** Tradition of Excellence Awards **except the Support Staff award.**
 - **Support Staff Award: Employees that support units/departments with administrative functions. (i.e., Administrative Assistant, Administrative Coordinator, Business Associate, Customer Service Associate, etc.).**
- ❖ Tradition of Excellence Award recipients are eligible to be nominated for the award five years after receiving a previous Tradition of Excellence Award.
- ❖ Personnel holding faculty designation are not eligible for nomination.

Nomination Materials:

- ❖ ***Nomination packets must include the completed nomination form and a Statement of Qualifications (two pages or less) that describes why the nominee should be considered for this award.*** A resume is **not** sufficient. Please comment on each of the following criteria and any other contributions you may wish to address. ***Include specific examples of activities and service.***
 - **A check box will be added to the nomination form to allow nominator(s) to select which award(s) they are nominating for. Any individual nominated for the leadership or diversity and inclusion awards will be considered for the support staff and director/professional awards if they are not chosen for their specific award.**
 - **Leadership/Diversity and Inclusion Awards: Nominator(s) for these awards will be allowed to add up to (1) extra page to their Statement of Qualifications (Three pages or less in total) if needed.**
- ❖ ***In addition, the nomination packet may include no more than two, one-page letters***

of endorsement/support for the nominee. Individuals submitting recommendations should be knowledgeable of the nominee's contributions to Texas A&M University and indicate their association with the candidate.

**Texas A&M University
Academic Affairs
Tradition of Excellence Awards
Rating Instructions**

Criteria:

In assigning a score for each nominee, please consider specific examples of the following criteria as well as other contributions.

- (1) *Commitment to Job Excellence.* Demonstrates performance and commitment to the job that is consistently outstanding and frequently outside the normal scope of prescribed duties.
- (2) *Leadership.* Exhibits leadership qualities within the context of his/her position responsibilities. Effectively makes decisions and uses resources wisely. Exhibits other demonstrated skills that exceed work expectations.
- (3) *Innovation and Initiative.* Shows independent action and resourcefulness. Encourages new ideas and creativity. Facilitates, supports, and/or leads continuous improvement initiatives.
- (4) *Support for Quality of Worklife.* Creates a supportive work environment by encouraging professional development, teamwork, appropriate delegation, problem-solving, and opportunities for others. Encourages co-workers and customers to contribute to discussion and decision making.
- (5) *Collaboration.* Effectively collaborates within and/or across workgroups, offices, departments, divisions, and/or system members, within the context of his/her position responsibilities.
- (6) *Diversity and Inclusion.* Demonstrates commitment to diversity initiatives within the division that strive to create a more inclusive environment for staff, students, and faculty at Texas A&M University. (This rating category will only apply to those that have been nominated for the Diversity and Inclusion award)

Scoring:

**1-25/30
points**

Each nominee may receive a total of **25/30** points, 5 points for each of **5/6** criteria. The scale runs from 0 (poor) to 5 (excellent); so, a perfect score would be **25/30**. Please record the ratings for each nominee on the attached matrix. Be sure to record the point total in the column at the far right of the matrix. **Do not use fractions.**