

UT AgResearch Dean's Awards for Outstanding Staff

Award Program

The UT AgResearch Dean's Awards for **Outstanding Staff** honors and acknowledges excellence of employees in fulfilling their job responsibilities. The Awards will be presented in two categories, the Dean's Award for Outstanding **Support** Staff, and the Dean's Award for Outstanding **Professional** Staff. In both cases, the awards recognize employees who demonstrate:

- Competence and critical thinking
- Cooperativeness and team building
- Professionalism and ethical behavior
- Initiative, adaptability, and dependability
- Clear communication skills

Nominations are due the second Friday of May.

Award Criteria

All regular full or part-time AgResearch appointed staff who have been in their current position continuously for a minimum of two years, by the nomination deadline date, are eligible for these awards. This includes departmental, specialized center, and research and education center staff. Faculty, temporary employees, and student employees are ineligible for these awards.

The UT AgResearch Dean's Awards for **Outstanding Staff** will be made annually in conjunction with the UTIA awards timetable and the UTIA awards and promotion luncheon. There will be a **combined maximum of three awards** conveyed each year with each recipient receiving a \$1,000 stipend.

The UT AgResearch Dean's Awards for Outstanding Staff will be made from sources of funds identified by the AgResearch Dean's Office. Funds may come from appropriate endowments, dean's office discretionary funds, or other sources. Source of funds will be determined by the AgResearch Budget Director in consultation with the Dean.

A maximum of two awards may be given to one of the two Outstanding Staff awards categories, with the balance award for the other category (a total three maximum). Employees may be nominated for the award multiple times. However, ten years must have elapsed after receiving the award before the employee may be nominated again.

Nomination Process

Nominations will be solicited annually in conjunction with the UTIA awards timetable. Any UTIA regular employee can nominate an eligible staff member for these awards. Each nomination will contain one *letter of nomination* (3-page limit) and up to three *Letters of Support* (2-page limit).

Selection Process

An awards selection committee, chosen by the AgResearch Dean, will review nominees and present recommendations to the Dean and/or Associate Dean(s) regarding annual award recipients. Nominees will be evaluated by the committee based upon their excellence in the areas listed in the award criteria (above).

The selection committee can award a maximum of three awards each year. However, only two awards per category can be given in a year (e.g., there cannot be three Outstanding Professional Staff awards conveyed and zero Outstanding Support Staff awards conveyed in a given award year).

As determined by the awards selection committee, there may be years when fewer than three awards are made. The number of awards conveyed in a year is solely the selection committee's decision and is based upon the evaluation of the nominees against the award criteria as judged by the committee.