**The Texas State University System UPPS No. 04.04.38**

**Regents’ Staff Excellence and Issue No. 3**

**Regents’ Student Scholar Awards Effective Date: 05/24/2022**

**Next Review Date: 09/01/2028 (E6Y)**

**Co-Sr. Reviewers: Vice President for Student Success and Assistant Vice President for Human Resources**

**POLICY STATEMENT**

*Texas State University is committed to providing recognition to staff and students for their outstanding contributions.*

**01. SCOPE**

01.01 This policy statement sets forth guidelines for submitting nominations for The Texas State University System (TSUS) Regents’ Staff Excellence Award and the TSUS Regents’ Student Scholar Award.

01.02 The TSUS Regents’ Staff Excellence Award was established to recognize and reward support staff employees of the TSUS for outstanding contributions to the TSUS mission and that of its component institutions.

01.03 The TSUS Regents’ Student Scholar Award was established to recognize and reward outstanding students who have achieved highest honors in academic and co-curricular endeavors while enrolled full-time at a component institution. TSUS Regents’ Student Scholar is one of the highest honors a student can receive in the TSUS, and membership in this group reflects a dedication to academic excellence, leadership, and service.

**02. GENERAL BACKGROUND – TSUS REGENTS’ STAFF EXCELLENCE AWARD**

02.01 The TSUS Regents’ Staff Excellence Award was established in 2012 by the TSUS Foundation, and the awardee is selected by the chancellor.

02.02 Annually, each component institution in the TSUS is invited to submit one nominee for the award to the TSUS Foundation executive director.

02.03 A call for nominations will be announced in February of each year by the TSUS Foundation executive director. The nomination is due in the TSUS office by May 1 of each year.

02.04 The nomination package will consist of a recommendation letter from the president, along with a maximum of two supporting letters.

02.05 A maximum of three nominees will be presented to the chancellor by the TSUS Selection Committee. The chancellor will recommend the recipient by no later than the August Board of Regents meeting each year and the recipient will be recognized by the Board of Regents at their February meeting the following year.

**03. AWARD ELIGIBILITY AND CRITERIA – TSUS REGENTS’ STAFF EXCELLENCE AWARD**

03.01 All full-time employees who meet the following criteria are eligible for the award:

a. must have been employed in a TSUS component institution for a minimum of five years in an administrative, maintenance, or law enforcement position;

b. must have not previously won the award; and

c. must not be a member of the executive leadership of a component institution.

03.02 Criteria for selection will include:

a. commitment to the institution and its mission;

b. job competency;

c. collegiality;

d. length of service;

e. community involvement; and

f. exceptional achievement.

**04. PROCEDURES FOR APPOINTING SELECTION COMMITTEE – TSUS REGENTS’ STAFF EXCELLENCE AWARD**

04.01 On January 1, the vice president for Finance and Support Services (VPFSS) will begin the process of forming the selection committee for the TSUS Regents’ Staff Excellence Award. The following will comprise the selection committee:

1. assistant vice president for Human Resources, chair;
2. one staff member who was previously the award winner (nominated by the VPFSS), or left unfilled if there is no one;
3. a staff member nominated by Staff Council;
4. one representative-at-large from the university appointed by the provost and vice president for Academic Affairs; and
5. one representative-at-large from the university appointed by the VPFSS.

04.02 The VPFSS will notify the selection committee members by January 15.

**05. NOMINATION AND SELECTION PROCESS – TSUS REGENTS’ STAFF EXCELLENCE AWARD**

05.01 By February 1, the chair of the selection committee will send a statement about the [award, criteria, and required documentation](https://www.fss.txstate.edu/award/TSUS-Staff-Excellence-Award.html) to all faculty, staff, and university administrators encouraging them to submit nominations.

05.02 Nominations must be submitted to the selection committee via the respective vice president by March 1, containing:

1. a complete [nomination form](https://www.fss.txstate.edu/award/TSUS-Staff-Excellence-Award.html) and an accompanying letter of nomination and support, which should include reasons for the nomination; and
2. support letters from colleagues, co-workers, and students (no more than a total of five letters). Letters of support should originate primarily from outside of the nominee’s professional supervisory relationships.

05.03 By March 15, the selection committee will review the nominations, basing its selection on the criteria outlined in Section 03.

05.04 The selection committee will make their first, second, and third choices and forward these choices to the president via the VPFSS by April 1. A copy of the nomination form for each person and the names of all nominees for the award should accompany the list of finalists.

05.05 Only selection committee members in attendance at the meeting may vote.

**06. DOCUMENTATION FOR THE AWARD – TSUS REGENTS’ STAFF EXCELLENCE AWARD**

06.01 The documentation from the president for outstanding contributions to the TSUS mission will include a recommendation letter from the president and a maximum of two supporting letters.

06.02 Selection criteria and due dates can be found in [The TSUS Regents’ Staff Excellence Award Guidelines and Criteria](https://www.fss.txstate.edu/award/TSUS-Staff-Excellence-Award.html).

**07. AWARD BENEFITS – TSUS REGENTS’ STAFF EXCELLENCE AWARD**

07.01 The award recipient of the TSUS Regents’ Staff Excellence Award will be recognized by the TSUS Foundation. Award information can be found in [The TSUS Regents’ Staff Excellence Award Guidelines and Criteria](https://www.fss.txstate.edu/award/TSUS-Staff-Excellence-Award.html).

07.02 The award recipient will be recognized by Texas State as follows:

1. the recipient will be invited to a May commencement ceremony and the Fall Convocation;
2. the president will honor the awardee with a reception;
3. the recipient’s name will be added to a plaque on permanent display at the university; and an email will be sent to all staff from the president announcing the recognition.

**08. GENERAL BACKGROUND – TSUS REGENTS’ STUDENT SCHOLAR AWARD**

08.01 The TSUS Regents’ Student Scholar Award was established by the TSUS Foundation and the awardee is selected at the discretion of the chancellor and Board of Regents.

08.02 Annually, each component institution’s president will submit recommendations to the TSUS chancellor.

08.03 Upon recommendation of the chancellor, the Board of Regents shall determine the recipient of the TSUS Regents’ Student Scholar Award, if any. The recipient will be formally recognized at the regular Board of Regents meeting in November.

**09. AWARD ELIGIBILITY – TSUS REGENTS’ STUDENT SCHOLAR AWARD**

09.01 Eligibility criteria can be found in [The TSUS Regent’s Student Scholar Award Guidelines and Criteria](https://gato-docs.its.txstate.edu/jcr:0de12488-e73a-47ca-8d75-c82761ca1be3/Regents%20Student%20Scholar%20Guidelines%202018.pdf).

**10. NOMINATION AND SELECTION PROCESS – TSUS REGENTS’ STUDENT SCHOLAR AWARD**

10.01 The executive director of the TSUS Foundation will call for nominations from the component institutions via email to the presidents no later than February 1.

10.02 A completed TSUS Regents’ Student Scholar application packet, including required attachments, shall be submitted to the vice president for Student Success (VPSS) by published date.

10.03 The VPSS will convene a review team consisting of a representative from the Honor’s College, a Student Success staff member, and the student body president to review applications.

10.04 The VPSS and the review team will utilize a rubric to review the applications based on the applicant criteria and program purpose.

10.05 The VPSS will submit the recommended applications to the president of the institution for final review and approval by no later than

May 31.

10.06 The president will submit one nomination to the chancellor by no later than July 15.

**11. DOCUMENTATION FOR THE AWARD – TSUS REGENTS’ STUDENT SCHOLAR AWARD**

11.01 To be considered an official applicant, students must submit the following to the Office of the VPSS by published date:

1. a completed [TSUS Regents’ Student Scholar Application form](http://gato-docs.its.txstate.edu/jcr:0de12488-e73a-47ca-8d75-c82761ca1be3/Regents%20Student%20Scholar%20Guidelines%202018.pdf);
2. an official copy of the student’s cumulative university transcript, which includes all collegiate academic work attempted and completed;
3. three original letters of recommendation – one from the student’s college dean and two from component institution faculty members. Dean’s letter will be requested after the finalists have been selected. A component institutional staff member may be substituted for one faculty member;
4. a current resume in Times New Roman or Arial font; and
5. a typed, 500-word essay in Times New Roman or Arial font discussing “The Value of a College Education in America.”

**12. AWARD BENEFITS – TSUS REGENTS’ STUDENT SCHOLAR AWARD**

12.01 The award recipient of the TSUS Regents’ Student Scholar Award will be recognized by the TSUS Foundation as listed in the Awards Section of [The TSUS Regent’s Student Scholar Award Guidelines and Criteria](https://gato-docs.its.txstate.edu/jcr:0de12488-e73a-47ca-8d75-c82761ca1be3/Regents%20Student%20Scholar%20Guidelines%202018.pdf).

12.02 The award recipient of the TSUS Regents’ Student Scholar Award will be recognized by Texas State as follows:

1. the president will honor the award recipient with a reception;
2. an email will be sent to faculty, staff, and students from the president announcing the recognition;
3. the award recipient’s name will be added to a plaque on permanent display at the university; and
4. the award recipient will be invited to sit on the platform and be recognized by the president during the award recipient’s graduation ceremony.

**13. REVIEWERS OF THIS UPPS**

13.01 Reviewers of this UPPS include the following:

Position Date

Assistant Vice President for September 1 E6Y

Human Resources

Vice President for Student Success September 1 E6Y

**14. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Assistant Vice President for Human Resources co-senior reviewer of this UPPS

Vice President for Student Success; co-senior reviewer of this UPPS

Vice President for Finance and Support Services

President