Student Affairs Outstanding Employees

SA/PPS No. 04.02 (01.04)
Issue No. 4
Effective Date: 11/11/2016
Next Review Date: 11/01/2020
Sr. Reviewer: Executive Assistant to the Vice President for Student Affairs

01. POLICY STATEMENT

01.01 The Student Affairs (SA) Division is committed to the development of a supportive and cooperative relationship with all functional aspects of the academic mission of the university as well as the other administrative functions that support the overall mission of the university. The SA division contributes to this mission through its routine business contacts, by attendance at lecture presentations, graduations, theater and athletic events, workshops, staff development programs, and memberships on permanent and ad hoc committees. The SA Division recognizes the importance of this day to day working relationship. The following procedures contribute to the implementation of this policy.

01.02 The purpose of this policy and procedure statement is to establish guidelines, procedures, and responsibilities for the recognition of outstanding Student Affairs (SA) division classified and unclassified staff member and Graduate Research Assistant (GA) each year.

01.03 This SA/PPS is also designed to outline criteria for the selection of the awards.

02. HISTORY AND PHILOSOPHY OF THE AWARD

02.01 The Student Affairs Outstanding Employee awards are initiated to serve several purposes, including the following:

a. The award is a means through which outstanding SA division employees can be recognized annually for service to the division and the university;

b. The award program is designed as an incentive for other SA division employees to excel in their individual assignments;

c. The annual presentation of the award affords the opportunity for the VPSA to recognize these employees in the division at the Student Affairs Kick Off.

d. The selection of the award recipients by the Student Affairs Council enhances the "team spirit" among units within the division.

02.02 This recognition, includes

a, Cash award of $1,000 for each classified and unclassified and facility service category outstanding employee along with an engraved plaque,

b. $500 for the outstanding Graduate Assistant (GA) with an engraved plaque

c. $250 for Outstanding Contribution with mounted certificate for a Graduate Assistant.

d. $500 for Outstanding Contribution with mounted certificate for each classified, unclassified and facility service category.

e. $250 for Champions of Success selected by each department

f. Recognition of years of service (5 to 15) with certificate or (25 to 40) with plaque.

02.03 The presentation for all of these awards is made by the VPSA at the Divisional Kickoff in August of each year with the exception of the GA of the Year which is awarded each May at the ceremony for the GAs in the division.

03. RECIPIENT SELECTION CRITERIA

03.01 To be eligible to receive the "Outstanding Employee" award, Staff members must be employed full time in a SA division office.

03.02 Criteria for selection include the following:

a. The award recipients are well known for their ability to work effectively with other people;

b. The recipients shows strong commitment to job responsibilities and to the university;

c. The recipient's reputation for dedication and service extends well beyond unit or divisional lines; and

d. The recipients have been employed with the university at least two years.

e. Recipients may not be members of the Student Affairs Council (SAC).

04. RECIPIENT SELECTION PROCESS

04.01 During the month of April the VPSA Executive Assistant will distribute a memorandum to all employees of the Student Affairs Division soliciting nominations for the GA Awards.

04.02 During the month of July, the VPSA Executive Assistant will distribute a memorandum to all employees of the Student Affairs Division soliciting nominations for the SA Employees of the Year.

04.03 The Classified and Unclassified Awards will be placed on the Student Affairs Council (SAC) agenda in August. At these staff meetings, SAC will be presented with a ballot which includes the slate of nominees and any support material received with the nominations.

04.04 During the meetings, Directors will be provided with an opportunity to elaborate on nominees representing their departments. The vote will be cast, and the results tabulated. The results will remain confidential until the award is presented.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS-SA

05.01 Major responsibilities for routine assignments associated with this PPS include the following:

Position	Date
Executive Assistant to the VPSA	E4Y

06. CERTIFICATION STATEMENT

This SA/PPS has been approved by the following individuals in his/her official capacity and represents Texas State policy and procedure from the date of this document until superseded.

Executive Assistant to the VPSA, Senior Reviewer of this SA/PPS

Vice President for Student Affairs