**Faculty Service Awards AA/PPS No. 02.04.01 (6.12)**

**Issue No. 2**

**Effective Date: 06/02/2021**

**Next Review Date: 06/01/2026 (E5Y)**

**Sr. Reviewer: Associate Provost**

**POLICY STATEMENT**

***Texas State University is committed to providing recognition to faculty who have served the university for a minimum of 10 year for their distinguished services and contributions.***

1. **DESCRIPTION OF YEARS OF SERVICE AWARDS**
   1. A Faculty Service Awards ceremony will be held annually to express appreciation to all academic personnel holding a faculty rank who have served the university in full-time, cumulative employment for a minimum of 10 years.

01.02 The awards will be given in five-year increments beginning with 10 years. The recognition will be in the following manner:

a. All 10- and 15-year honorees will receive a pin and a signed certificate.

b. All 20-year honorees will receive a pin with a topaz-colored stone and a signed certificate.

c. All 25-year honorees will receive a pin with a ruby-colored stone and a signed certificate.

d. All 30-year honorees will receive a pin with a sapphire-colored stone and a signed certificate.

e. All 35-year honorees will receive a pin with an emerald-colored stone and a signed certificate.

f. All 40-year-plus honorees will receive a pin with a diamond-colored stone and a signed certificate.

g. All 30-, 35-, and 40-year honorees who are also retiring will receive a plaque of recognition for service.

h. All 45- and 50-year honorees will receive an appropriate individualized award approved by the president and a signed certificate.

01.03 The director of Special Projects will order and purchase all pins and certificates for honorees and provide them to the Office of the Provost and Vice President for Academic Affairs (VPAA).

1. **AWARDS CEREMONY PROCEDURES**

02.01 Ten, Fifteen, Twenty, and Twenty-Five Year Recipients

a. College deans will notify faculty honorees and recognize them at annual fall college meetings.

b. The Office of the Provost and VPAA will supply college deans with appropriate pins and certificates for honorees.

02.02 Thirty, Thirty-Five, Forty, Forty-Five, and Fifty Year Recipients

a. College deans will notify faculty honorees.

b. Faculty honorees will be recognized at university convocation and the annual general faculty meeting held each fall, and they will be invited to the president’s convocation luncheon.

1. **PROCEDURE FOR IDENTIFYING ELIGIBLE HONOREES**

03.01 Procedures for identifying eligible honorees will follow those contained in Section 03. of [UPPS No. 04.04.54](http://policies.txstate.edu/university-policies/04-04-54.html), Years of Service Awards and Retired Faculty and Staff Events.

1. **REVIEWERS OF THIS PPS**

**04.01 Reviewer of this PPS includes the following:**

**Position Date**

**Associate Provost June 1 E5Y**

1. **CERTIFICATION STATEMENT**

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

Associate Provost; senior reviewer of this PPS

Provost and Vice President for Academic Affairs