## Years of Service Awards and Retired UPPS No. 04.04.54

## Faculty and Staff Events Issue No. 5Effective Date: 06/17/2019Next Review Date: 06/01/2024 (E5Y)

##  Sr. Reviewer: Special Assistant to the President

### 01. POLICY STATEMENTS

01.01 Texas State University is committed to recognizing employees who have served the university over an extended period of time or who have retired from the university, by providing appropriate public congratulations for that service.

01.02 The university holds a years of service awards ceremony annually in late April or May to express appreciation to staff personnel who served the university in full-time, cumulative employment for a minimum of ten years. This ceremony will also recognize staff members who have 15, 20, 25, 30, 35, 40, 45, and 50 years of service. Cumulative years of employment may include non-consecutive years.

01.03 The university also recognizes faculty members who served Texas State in full-time, cumulative employment for a minimum of ten years. Faculty members who have reached 10-, 15-, 20-, and 25-year milestones will be recognized at annual fall college meetings. Faculty members with 30, 35, 40, 45, and 50 years of service will be recognized at the university convocation and annual general faculty meeting each fall and will be invited to the president’s convocation luncheon.

01.04 Additionally, the university will hold a special event each year during Homecoming week to honor faculty and staff members who have retired from Texas State.

### 02. DESCRIPTION OF YEARS OF SERVICE AWARDS

02.01 The years of service awards begin with 10 years of service and follow in five-year increments.

02.02 The university will present the honorees with the following:

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 honorees will receive a pin with a diamond-colored stone and a signed certificate.

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

02.03 The director of Special Projects will order and purchase all pins and will provide the appropriate pins to the Office of the Provost and Vice President for Academic Affairs for faculty awards.

### 03. PROCEDURES FOR IDENTIFYING ELIGIBLE HONOREES

03.01 In early February, Human Resources will provide a list of staff members eligible for recognition at the spring ceremony to the director of Special Projects. Faculty and Academic Resources will forward a list of faculty members eligible for service awards to the deans and chairs.

03.02 The director of Special Projects will submit a preliminary list of honorees for the spring ceremony to administrative heads. Administrative heads will verify the names and resolve any discrepancies with Human Resources, which will notify Special Projects of any needed changes.

03.03 The Office of the Provost and Vice President for Academic Affairs will supply college deans with appropriate certificates and pins for faculty honorees with 10, 15, 20, and 25 years of service.

03.04 College deans will notify faculty honorees.

### 04. STAFF YEARS OF SERVICE AWARDS CEREMONY PROCEDURES

04.01 In addition to the recipients, the president encourages the President’s Cabinet and the honorees’ immediate supervisors to attend and participate in this tribute to their colleagues.

04.02 Special Projects is responsible for sending invitations to the honorees and their immediate supervisors for the staff awards ceremony and the president’s reception.

04.03 The Office of University Marketing will coordinate group pictures taken at the staff awards ceremony with the director of Special Projects.

### 05. RETIRED FACULTY AND STAFF RECOGNITION EVENT PROCEDURES

05.01 During Homecoming week, the president will host a special event, either a lunch or an early evening reception, to pay special tribute to newly retired faculty and staff members. Previously retired faculty and staff members who reside in Hays County or are members of the Retired Faculty and Staff Association are also invited.

05.02 In addition to newly and previously retired faculty and staff members, the president encourages the President’s Cabinet, the academic deans, and the honorees’ immediate supervisors to participate in this tribute to their colleagues.

05.03 The director of Special Projects is responsible for sending invitations for the retired faculty and staff recognition ceremony.

05.04 The director of Special Projects will arrange for a photographer to be present at the recognition ceremony.

**06. REVIEWERS OF THIS UPPS**

 06.01 Reviewers of this UPPS include the following:

Position Date

Special Assistant to the President June 1 E5Y

Director, Special Projects June 1 E5Y

Assistant Vice President for June 1 E5Y

Human Resources

Provost and Vice President for June 1 E5Y

Academic Affairs

### 07. 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.

Special Assistant to the President; senior reviewer of this UPPS

President