

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.50, Distinguished Staff Awards for Non -Faculty Employees

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is

consideration of the award. The quantity of nominations received is not a factor in the selection process. The nomination form should be brief and concise.

d. Verifications and Approvals

Verification of employment, performance, and training criteria will be completed by Human Resources. Division leaders (vice presidents and deans) and immediate supervisors will be notified of employees from their area who are nominated. Approval by the division leader and immediate supervisor is required for an award to be presented to the Distinguished Staff Awards Selection Committee.

e. Awarded Evaluation Criteria and Selection

Eligible nominations will be evaluated on the specific criteria for the award for which the employee is being nominated, and the selection committee will use a weighted scoring method to evaluate the criteria. The selection committee will prepare a list of recommendations to submit to the president and chancellor for his/her review and final selection for the respective awards.

2. Administration of Program

The administration of the program will be handled via a committee appointed by the President.

3. Distinguished Staff Awards

a. Award Descriptions

1) Quality Staff Award:

Maximum of twelve (12) awards will be presented:

Cash Award \$500

Award Clock

2) Quality Supervisory Award:

Maximum of four (4) awards will be presented:

Cash Award \$750

Award Clock

3) Quality Team Award:

Maximum of two (2) awards per team will be presented:

Cash Award \$2500. Maximum per person team award is \$500. Teams

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