

OUTSTANDING STAFF AWARDS

The Outstanding Staff Awards should recognize non-faculty members who have not only performed their jobs to the utmost of their ability, but have promoted the spirit and goals of Oklahoma State University Institute of Technology throughout their employment. One award will be given to a classified employee and one award will be given to an administrative professional employee.

GUIDELINES

A. Outstanding Staff Awards Subcommittee

The subcommittee chair will be appointed by the chairman of the Faculty/Staff Council Staff Advisory Committee and the subcommittee will consist of the following:

- 3- Staff members
- 1- Faculty
- 1 – Student Senator
- 1 – Former Outstanding Staff

This subcommittee will be responsible for:

1. Screening all nominees according to established guidelines.
2. Requesting and accepting nominations for awards. Nomination forms will be sent out beginning the first Monday in March and will be due by the first Monday in April.
3. The selection process will begin the first week of April and a final decision will be made by the first Monday in May.
4. Publish criteria for the award as deemed necessary.
5. Recommend procedure changes to the Council as deemed necessary
6. Contact the Faculty/Staff Council Chair, Fiscal Services VP and HR Director with the winner's names.
7. Present the awards at the Annual Employee Banquet. The awards shall consist of \$500.00 stipends.
8. The subcommittee shall not be bound to select outstanding employees each year if nominees do not demonstrate the goals as established within the guidelines.

B. Outstanding Staff Award Guidelines

1. Nominees must be employed by Oklahoma State University Institute of Technology full-time for at least two years prior to the deadline for submitting nominations.

2. Nominee cannot be on performance probation.
3. Nominees will be evaluated by the Outstanding Staff Subcommittee. The Subcommittee will consider each nominee based on criteria as stated in Appendix A: Outstanding Staff Award Criteria.

C. Nomination Procedures

1. Any employee or student of Oklahoma State University Institute of Technology may nominate an employee for the Outstanding Staff Awards.
2. Nominations will begin on the 1st Monday in March. Nomination forms will be mailed out to each employee, set around campus for students, and published on the website.
3. The Nomination Form and the three Nomination Questionnaires must be submitted on the appropriate forms by the nominator to the Chair of the Staff Awards Subcommittee by the 1st Monday in April. Nominations received without the required Nomination Questionnaires or not received by the deadline will not be considered.
4. Nominees will be screened by the Outstanding Staff Subcommittee.
5. No nominee can receive the award consecutively.

D. Award Process

The Subcommittee will use (Appendix A) for the evaluation process. Each category is awarded a point value with a total possible score of 100.

The nominee with the highest ending score will be selected for the award. The Staff Advisory Committee will develop an evaluation rubric.