OAA Policy on Faculty and Staff Excellence Awards  
revised March 3, 2015

Scope:

This policy applies to awards given to staff and faculty in the Division of Academic Affairs for excellence in the performance of their jobs. The awards may be at the department, school, unit, or college level.

Policy:

Excellence awards are limited to no more than $1,000 per person in a fiscal year. The total number of the awards in a fiscal year is limited to 5 percent of the faculty or 5 percent of the staff in the college or associate provost’s area. University-level awards do not count against the 5 percent limit. The $1,000 maximum is the total award and is subject to taxes. A department or other unit may have an award that is paid for by an endowment with a donor’s letter of intent. Awards financed in this manner must follow the letter of intent requirements and do not count as part of the college’s or associate provost’s limit of 5 percent.

Procedure:

To make such awards, a college or associate provost area must solicit nominations from among the unit, must have a selection process, and must have selection criteria published in the communication that solicits nominations. The procedures must be approved by the dean or associate provost and by the provost.

Funding Source:

Funding for the awards is to be provided by the college/unit making the awards.

Approved by Provost’s Council, December 9, 2014; revised January 5, 2015
Amendments approved by Provost’s Council March 3, 2015