



# Standard Administrative Procedure (SAP)

## 31.01.10.L0.01 Service and Recognition Awards Procedures

**First Approved:** January 14, 2014  
**Revised:** May 31, 2018  
**Next Scheduled Review:** May 31, 2023

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### Procedure Statement and Reason for Procedure

Texas A&M International University (TAMIU) considers employee service, dedication, and excellence significant contributors to the attainment of goals and the overall success of the institution. TAMIU service and recognition awards are designed to recognize and express appreciation to employees for extended periods of service and for outstanding accomplishments and achievements. This SAP outlines guidelines and procedures for granting service and recognition awards.

TAMIU service and recognition awards will be administered in accordance with [System Regulation 31.01.10, Service Awards](#). Administration of the awards will comply with federal/state law and not discriminate among employees.

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### Procedures and Responsibilities

#### 1. SERVICE AWARDS

TAMIU Service Awards are given annually to recognize and express appreciation to employees for their extended periods of service. The Office of Human Resources is responsible for administration of the Service Awards.

##### 1.1 Eligibility

- 1.1.1 Service Awards are given in increments of 5 years of service to TAMIU (i.e., 5, 10, 15, etc.)

- 1.1.2 TAMIU Service Awards are given to all full-time, benefits-eligible employees of TAMIU, including non-tenure-track faculty, who complete the required length of service to TAMIU.
- 1.1.3 Service Awards are given to individuals who are actively employed at the time the awards are presented (refer to Section 1.3.2).

## 1.2 Calculation of Service Credit

- 1.2.1 Service is counted by fiscal year, September 1<sup>st</sup> through August 31<sup>st</sup>.
- 1.2.2 Service is counted regardless of the position held (i.e., student employment, part-time employment, etc.)
- 1.2.3 Service does not need to be continuous to be counted.
- 1.2.4 Leaves of absence without pay lasting at least one complete calendar month are not counted towards service.
- 1.2.5 Full-time faculty members with less than 12-month appointments are considered to have a year of service regardless of summer teaching appointment.
- 1.2.6 Service with another System component or service with another state agency does not count as eligible service for the TAMIU Service Award.
- 1.2.7 Prior to the presentation of Service Awards, the list of recipients will be communicated to all employees. This will allow employees to review the list ahead of time and make plans to be present at the awards ceremony to receive their award.

## 1.3 Presentation

- 1.3.1 Service Awards are presented to employees in the form of a plaque.
- 1.3.2 The President or designee will present Service Awards to employees at an appropriate annual TAMIU employee function (i.e., at TAMIU Enrichment Day for support staff and administrators and at Faculty/Administrative Staff Assembly for faculty).

## 2. **OUTSTANDING EMPLOYEE SERVICE AWARDS**

The TAMIU Outstanding Employee Service Award is given annually to recognize and express appreciation to an employee (either support or administrative staff) for outstanding accomplishments and achievements. The Office of the President is responsible for administration of the Outstanding Employee Service Award.

- 2.1 Eligibility: To be eligible to be nominated for the Outstanding Employee Service Award, the employee must meet all of the following criteria:
  - 2.1.1 Two years of continuous service in a full-time position as staff or administrative employee as of the date of the nomination.
  - 2.1.2 Must not have received the award within the past 5 years.
  - 2.1.3 May not be a member of the Outstanding Employee Service Awards Selection Committee for the current year, a member of the Executive Committee, nor an academic department Chair.

## 2.2 Nomination and Selection Process

2.2.1 The nomination process is initiated in the spring of every year. Any employee may submit a nomination by using the online Outstanding Employee Service Awards Nomination Form. Employees who submit a nomination should ensure that the nominee is present at the awards presentation event (see Section 2.4.2 below).

2.2.2 Nominations must establish that the nominee has accomplished more than his/her job requires and that the results of those efforts are highly significant, clearly warranting recognition. Nominations must present specific accomplishments in all of the following categories:

### Job Performance

- a) Performs far in excess of job requirements as demonstrated by a specific performance.
- b) Demonstrates noteworthy abilities and skills.
- c) Held in high esteem by co-workers.
- d) Performs meritoriously on behalf of TAMIU.
- e) Brings credit to TAMIU through dedication, interest, enthusiasm, and achievement.

### Achievements

- a) Exceptional personal efforts that deserve recognition.
- b) Contributions that have resulted in cost reductions, more efficient operations, etc.
- c) Demonstration of innovative ideas, new approaches, etc.

### Special Qualities

- a) Communication skills
- b) Knowledge
- c) Cooperative attitude
- d) Acceptance of challenges and new techniques

2.2.3 The Selection Committee will consist of the award recipients for the past 3 years. The President will appoint the chairperson.

2.2.4 The Selection Committee will review nominations, verify eligibility, and select the Outstanding Employee Service Award recipients based on the nomination guidelines outlined in Sections 2.1 and 2.2 above. The names of the recipients will be kept confidential until the presentation ceremony.

## 2.3 Presentation

2.3.1 Outstanding Employee Service Awards include a plaque, a check in the amount of \$500, and a reserved parking space for the upcoming fiscal year.

- 2.3.2 The awards will be made public at the appropriate annual TAMIU employee function (i.e., at TAMIU Enrichment Day for support staff and administrators and at Faculty/Administrative Staff Assembly for faculty).

### 3. FACULTY AWARDS

3.1 Zaffirini Medal - The medal is given annually to honor a faculty member who has exhibited meritorious service and exemplary leadership to TAMIU and who has at the same time published extensively in his/her area(s) of expertise. The Office of the Provost & VPAA is responsible for administration of the Zaffirini Medal.

3.1.1 Eligibility: The Zaffirini Medal is open to all tenured faculty members and administrators with faculty status. Candidates must have been employed with TAMIU for at least 6 years and may not have previously been awarded the Zaffirini Medal.

3.1.2 Nomination and Selection Process: Each year, the Provost will request that deans (or school equivalent) nominate at least 1 member of his/her faculty for the award. Members of the Executive Council may also nominate eligible faculty members. A letter detailing the nominee's academic qualifications and leadership activities must accompany each nomination. Nominees will be contacted so that they may provide their CV's for review. The Dean's Council will review CV's and nominating letters and make a recommendation to the Provost and President. Selection is based on demonstrated excellence in leadership and scholarship.

3.1.3 Presentation: The Zaffirini Medal is presented at Fall Convocation.

3.2 Instructional Technology Excellence Award - The award is given annually to honor either a full- or part-time faculty member who effectively incorporates the use of technology to enhance the teaching and learning process. The Office of Instructional Technology & Distance Education (under the Office of Information Technology) is responsible for administration of the Instructional Technology Excellence Award.

3.2.1 Eligibility: Recipients may be full- or part-time faculty members. Recipients must have a minimum of 2 years of service at TAMIU and evidence the following individual achievements:

- Integrate the use of technology in the teaching and learning process.
- Use technology in creative and effective ways to facilitate student learning.
- Implement student-focused, learning-oriented innovations, and/or project-based learning activities using technology.
- Inspire and work collaboratively with others.
- Address the various types of learners including those with disabilities, etc.
- Seamlessly integrate TAMIU's Learning Management System (LMS) to support their teaching to actively engage students.
- Actively pursue avenues for personal continuous improvement to facilitate the uses of technology.

- 3.2.2 **Nomination and Selection Process:** In the Fall, an open nomination process will be conducted. Nomination forms are available from the Office of Instructional Technology & Distance Education. A nomination form and description of the nominee's achievements and qualifications (maximum 2 printed pages) must be submitted in an electronic format (email or other) to the Director of Instructional Technology & Distance Education Services. There are no specific guidelines for the submission of supporting documents, since attributes are unique to each nominee. However, supporting documents (minimum of 2 and maximum of 10 documents) may be submitted if they will make the nomination stronger. Examples of supporting documents may include letters of recommendation, job description, list of recent awards or certifications, applicable reports, and/or projects or lesson plans. Each nomination will be carefully reviewed and criteria will be scored by all members of the Distance Education Advisory Committee (DEAC), as well as members of the Instructional Technology staff. The nominee with the highest overall score receives this award.
- 3.2.3 **Presentation:** The recipient will be presented with a plaque, reserved parking, and a \$500 cash award at Faculty/Administrative Staff Assembly.
- 3.3 **Distinguished Scholar, Distinguished Teacher, and Outstanding Teacher Awards** - These awards are given annually to recognize exceptional faculty professionalism, measured by different criteria in different disciplines and defined by colleagues and peers. The Office of the Provost & VPAA is responsible for administration of these awards.
- 3.3.1 **Eligibility:** The only limitation to eligibility will be that a faculty member must have a minimum of 3 calendar years of employment at TAMIU.
- 3.3.2 **Nomination and Selection Process:** At the beginning of the Spring, each college's Promotion and Tenure (P&T) Committee will call for nominations for the college's Distinguished Scholar, Distinguished Teacher, and Outstanding Teacher. Each college's P&T Committee will decide how the nomination process will work within their purview (i.e., open nomination process or one in which departments forward nominees to the college's P&T Committee). Nominees are required to submit to their respective P&T Committee for review a brief (no more than 20 pages) portfolio highlighting their achievements (similar to the promotion/tenure portfolio). Tenure-track and tenured faculty who have 3 calendar years of experience at TAMIU are eligible to be nominated for the Distinguished Scholar and the Distinguished Teacher awards. Non-tenure track faculty (e.g., lecturers, instructors, clinical faculty, and fixed-term faculty) with at least 3 calendar years of experience at TAMIU are eligible to be nominated for the Outstanding Teacher award.

College P&T Committees will meet no later than March 31 to review nominee portfolios and name their college's Distinguished Scholar, Distinguished Teacher, and Outstanding Teacher nominees. The College of Arts and Sciences will name up to 2 Distinguished Scholar, 2 Distinguished Teacher, and 2 Outstanding Teacher nominees. The A.R. Sanchez School of Business, the College of Education, the College of Nursing and Health Sciences, University College, and Killam Library will each name up to 1 Distinguished Scholar, 1 Distinguished Teacher, and 1 Outstanding Teacher nominee. These college nominees become the nominees for the Distinguished Scholar, Distinguished Teacher, and Outstanding Teacher awards.

Once college nominees have been named, the chair of each college's P&T Committee will forward the names of their college nominees in a recommendation letter to the chair of the Faculty Senate Work Environment and Morale Committee. The portfolios of the college nominees will be made available to members of the Faculty Senate for their information and review during the month of April.

At the May meeting of the Faculty Senate, the entire Senate will vote for a Distinguished Scholar, Distinguished Teacher, and Outstanding Teacher from the pool of college nominees for each award.

Faculty members awarded the Distinguished Scholar, Distinguished Teacher, or Outstanding Teacher award will not be eligible for consideration for any additional faculty award for 3 years. The recipient of the Distinguished Teacher award will be the University's nominee for the following year's Golden Apple Award.

- 3.3.3 Presentation: A circular medallion inscribed with "Distinguished University Scholar, [year]", "Distinguished University Teacher, [year]", or "Outstanding Teacher, [year]" and attached to an appropriate ribbon will be presented by the Provost at Faculty/Administrative Staff Assembly to the respective award recipients. The medallion will be appropriate for, and should be worn as part of, the recipient's academic regalia. Special parking and a small cash award may also be awarded.

The Distinguished Scholar will give an open lecture to the University and general community during the annual LBV Student Research conference. The Distinguished Teacher award recipient will be invited to give a short address during Fall Freshman Convocation.

- 3.4 Minnie Piper Stevens Teacher Award - During the Fall Semester, an open nomination process will be conducted for the Minnie Piper Stevens Teacher Award. College nominees for the previous year's Distinguished Teacher award are strongly encouraged to participate. The Office of the Provost & VPAA is responsible for administration of the Minnie Piper Stevens Teacher Award.

3.5 Faculty International Award - The award recognizes a faculty member who makes significant teaching or research contributions towards the internationalization of the University, its faculty, and its students. Nominees must be full-time, tenure-track or tenured TAMIU faculty members, must have had 2 years of continuous service in a full-time position with TAMIU as of the date of nomination, and must not have received the award within the past 5 years. Third-party and self-nominations are accepted. The award is a plaque and \$500. The deadline for nominations is April 30. The Office of Global Initiatives is responsible for administration of the Faculty International Award.

#### 4. **RETIREMENT/OTHER SERVICE GIFTS**

Retirement/other service gifts and/or awards may not be monetary; however, even non-monetary gifts may have possible tax consequences for the recipient. All retirement gifts must be coordinated through the budgetary unit head under whom the employee worked. Following approval by this budgetary unit head, but prior to the purchase of any gift(s) with a combined value in excess of \$50, the payroll office should be contacted to determine if any portion of the value must be reported in the employee's gross income and taxed accordingly.

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### **Related Statutes, Policies, Regulations, or Rules**

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[System Regulation 31.01.10, Service Awards](#)

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### **Contact Office**

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Office of Human Resources, 956-326-2365