President’s Awards for Staff and Administrative & Professional Faculty

Background

The university administration of Virginia Commonwealth University established the President’s Awards for Staff and Administrative & Professional (A&P/non-tenured) Faculty. These awards recognize and honor staff and A&P faculty for their outstanding performance, achievement, and service excellence in support of VCU’s Code of Conduct, the university’s strategic plan, Quest for Distinction, diversity initiatives, and/or the Great Place Initiative.

Awards

- **President's Award of Excellence (highest level)**
  
  One award winner with monetary award of $4,000 and framed certificate

  - Employee’s excellent work or actions brought positive attention to the university or health system.
  - Employee’s work contributed to the university’s strategic plan, Quest for Distinction, diversity initiatives and/or the Great Place Initiative.
  - Employee used an innovative, creative and/or problem-solving approach to his or her responsibilities.
  - Employee’s superior performance has had an impact on diversity and the legacy and/or future of the university or health system.

- **President’s Outstanding Achievement Awards**
  
  Two award winners with monetary award of $3,000 each and framed certificate

  - Achievements have resulted in significant benefit to the university or health system in support of the university’s strategic plan, Quest for Distinction, diversity initiatives, and/or the Great Place Initiative.
  - Achievement must be sustained, long-term accomplishments (of at least a one-year period) within the realm of the employee’s job and/or service to the university or health system.

- **President’s Service Excellence Awards**
  
  Two award winners with monetary award of $2,000 each and framed certificate

  Employee consistently displays the highest level of customer service, which supports the university’s strategic plan, Quest for Distinction, diversity initiatives, and/or the Great Place Initiative including:

  - Respect: Greet every customer, communicate respectfully, appreciate diversity and make the customer feel like an individual.
  - Integrity: Observe confidentiality, abide by the VCU Code of Conduct and ensure data security.
  - Responsiveness: Demonstrate knowledge of policies and procedures; respond quickly and deliver excellence over the phone; use email appropriately.
  - Initiative: Anticipate needs of customers; welcome and initiate change.

Selection Committee

A. **Appointment**

   1. The president shall appoint a selection committee, the membership of which will not be made public.

B. **Membership**

   1. The selection committee will consist of staff and A&P faculty representing the university and health system.
Nominations

A. Call for Nominations
   1. The president will announce the call for nominations.

B. Nomination Process
   1. Nominations of staff and A&P faculty should be made directly to the VCU President’s Office (see Submission Requirements below) for consideration by the committee.

C. Submission Requirements
   1. Only staff and A&P faculty (non-tenured) are eligible for nomination.
   2. Nominees must be employed in a full-time staff or A&P faculty position for five continuous years as of March 31, 2015.
   3. Each nomination package should be limited to the nomination form and include at least three additional letters of support from others based on the award criteria.
   4. The complete nomination package must be submitted [online] to the VCU President’s Office by April 24, 2015. Incomplete packages will not be considered.
   5. Employees may be nominated for more than one award; however, a complete nomination package, including nomination form and supporting letters, must be submitted for each award to be considered.

Announcement of Awards

A. Announcement of Recipients
   1. The president will announce recipients of the awards and will notify staff or A&P faculty of the date of the presentation.

B. Presentation of Awards
   1. The Award of Excellence will be presented at faculty convocation.
   2. The Outstanding Achievement Award will be presented at service awards.
   3. The Service Excellence Awards will be presented at service awards.