

POLICY STATEMENT

NO. 1.15.03

COORDINATED BY: OFFICE OF DEVELOPMENT

EFFECTIVE: NOVEMBER 1, 1995

REVISED: NOVEMBER 21, 2008

SUBJECT: OUTSTANDING SERVICE AWARDS

This policy statement outlines procedures to recognize and encourage staff performance and to encourage development of classified and unclassified staff members in their respective area of endeavor. Funds for these awards are provided by the LSUS Foundation for six staff awards, three for unclassified employees and three for classified employees. This award is a one time payment. It does not become a permanent part of the salary base of the recipient and is determined independently of regular salary decisions.

I. PURPOSE

The purpose of the Outstanding Service Awards is to recognize and to encourage staff excellence, dedication, and initiative in serving the University Community.

II. ELIGIBILITY

All full-time, non-faculty employees of LSUS with at least one year of service at LSUS are eligible for nominations. The Chancellor, Vice Chancellors, Associate Vice Chancellors, and Deans are eligible for an award of recognition only. Also, Directors with academic rank are eligible for recognition only during this process. These individuals may be nominated and recognized as providing outstanding service, however they are not eligible for the monetary award. A staff member is not eligible to receive an Outstanding Service Award in any two consecutive years. The award is based only on the criteria stated herein. Those serving on the evaluation committee, as detailed in section IV. Evaluation of Nominations, shall be eligible to receive the award, however, he or she will be removed from the evaluation proceedings during the review of his or her nomination.

III. NOMINATION PROCEDURE

Any eligible person may be nominated by any LSUS full-time employee by submitting a nomination, not to exceed 500 words, describing the nominee's qualifications. Nominations can

be submitted using the attached form or through the web-based nomination system. The nomination should cite specific contributions by the nominee as outlined under section V. Criteria, Work, Attitude, and Ethic.

Vice Chancellors, Deans, and Directors are strongly encouraged to make at least one nomination per year for their respective department. They are also encouraged to nominate members of other departments that have displayed Outstanding Service during the year.

IV. EVALUATION OF NOMINATIONS

The evaluation committee will consist of seven individuals from the campus. One staff member appointed by the Vice Chancellor of each Division: Academic Affairs, Business Affairs, Development, and Student Affairs, for a total of four members. The current Staff Senate President, a current Staff Senator and the current Faculty Senate President, will complete the committee. In addition, the Director of Human Resource Management shall serve in a non-voting, advisory position on the committee. The evaluation committee shall serve for a one-year term. The group should be selected so as to assure objectivity, confidentiality, and a representation of the entire campus.

V. CRITERIA, WORK ATTITUDE, AND ETHIC

Employees nominated for an Outstanding Service Award should exhibit the highest professional standards at LSUS. Nominees shall demonstrate a conscientious attitude in the performance of their duties and a willingness to increase their capabilities and skills, show creativity and innovation, and exemplify the attributes which facilitate the university's mission. The ideal nominee should possess a positive work attitude and a strong willingness to perform their duties effectively. In addition, nominees should be exemplary in their work and in their relationships to their peers in all aspects of their involvement with the campus from work enthusiasm to attendance.

APPROVED:

Glenda Erwin
Glenda Erwin
Vice Chancellor, Development

November 21, 2008
Date

Vincent J. Marsala
Vincent J. Marsala
Chancellor

November 21, 2008
Date

ATTACHMENT A
OUTSTANDING SERVICE AWARD
NOMINATION

Name of Nominee: _____

Department: _____ Job Title: _____

Name of Nominator: _____

Description of nominee's qualifications including examples of their contributions to the University's mission as outlined in the award criteria. Not to exceed 500 words.