

Andrew Young School of Policy Studies **Staff Excellence Award**

Purpose:

The Andrew Young School of Policy Studies' Staff Excellence Award was established in 2010 and is to recognize and celebrate the distinct and extraordinary efforts, accomplishments, and quality service of staff within the units and departments of the AYSPS. It is also to encourage workplace creativity and innovation.

Criteria:

To honor and recognize a staff member with at least 1 year or more of service in the Andrew Young School of Policy Studies who has met the criteria below. This award is not intended to recognize lifetime achievement, longevity, or excellence in teaching.

Nominees for this award should have demonstrated a combination of the following:

- Made a significant impact within their unit or the School throughout the previous 1 to 3 years.
- Nominees must have consistently performed in an exemplary manner, exceeding the expectations of their position and/or provided a special contribution to the mission of their unit and School.
- Consistently contributed to a respectful, diverse, and collaborative work environment.
- Exhibited one or more of the following:
 - Resourcefulness
 - Innovation
 - Creativity
 - Integrity
 - Dependability
 - Efficiency
 - Productivity
- Evidence of sustained commitment to exceptional customer service.
- Evidence of a strong work ethic.

Eligibility/Requirements:

- All exempt and non-exempt staff of the Andrew Young School of Policy Studies.
- Both full-time and part-time (at least 20 hours per week).
- Nominees should not be on probationary status and should be in good standing within their unit and the University at the time of nomination.
- Has at least 1 continuous year of service in the Andrew Young School and at least 3 years at GSU.
- Nominees should have consistently met and/or exceeded expectations on performance evaluations over the previous 3 years of service.
- Award winners from the previous three years are ineligible.
- Staff members retiring in the year of the award are not eligible for the award.

Nomination Process:

The Andrew Young School of Policy Studies community (faculty, staff, students, and administrators) is invited to participate in the nomination process. Nominations will be accepted online during the nomination period in the Spring Semester:

<https://aysps.wufoo.com/forms/aysps-staff-excellence-award-form/>

- Self-nomination is not allowed and nominees must consent to the nomination.
- Nominees may choose to submit a one-page personal statement and/or resume addressing the award criteria to the Review Committee.

Staff Awards Review Committee:

The Review Committee is charged with the review of nominations and the selection of a final candidate for approval and award by the Dean.

The Review Committee will be composed of 3 staff members of the Andrew Young School of Policy Studies. The initial Committee will be appointed by the Dean of the College. Each subsequent year, one Committee member will be replaced by the previous year's award winner and will serve a maximum term of 3 consecutive years.

Review Committee members are not eligible to nominate or be nominated during their term on the Committee.

Review/Selection Process:

All nominations and corresponding forms will be kept confidential before, during, and after the review process with the exception of the winner's nominations and forms, where excerpts may be used. However, the nomination must be endorsed by the staff member's immediate supervisor and/or unit head without which the nomination will go no further. Human Resources will be contacted to verify that the criteria necessary to receive the award have been met. Paperwork of selected awardees will be kept in their permanent personnel file.

Award:

Individual recipients of the Staff Excellence Award will receive:

- A monetary award of \$1,000.
- A special commemorative plaque.

In order to maintain the significance of the Staff Award for Excellence, the Review Committee will have discretion to determine if any awards will be presented in a given year.

Presentation and Award Ceremony:

The Staff Excellence Award will be given at an event to be held in the Spring term.