Staff Recognition Criteria

OVERVIEW & CRITERIA
The Staff Recognition was developed by Staff Council and aims to recognize individual staff members and/or teams who support the mission, vision and strategic priorities of Texas Wesleyan University. This provides the opportunity for all staff to be recognized for their outstanding service to the University. Being recognized and recognizing others builds a supportive and positive workplace and contributes to maintaining a positive campus culture at Texas Wesleyan University.

Recognition will focus on those whose work has had a major impact on the university; who have excelled in the performance of their duties, promoted teamwork and inspired excellence in other members of the Wesleyan community. In addition the committee will give special attention to staff members whose daily performance personifies the mission, vision and brand of Texas Wesleyan University by reinforcing the importance of service, innovation, teamwork, leadership and campus/community involvement. Staff may be recognized for academic achievement (recognizing those who have excelled in scholarship) or university service (recognizing those who impact the study body and the Wesleyan community in a positive way).

Staff Recognition Rubric

PROMOTING UNIVERSITY MESSAGE
Please check the University message pillars the nominee has demonstrated and/or promoted, if any:

☐ Intentionally Small
☐ Engaging Educators
☐ Critical Thinkers
☐ Movers & Shakers
☐ Top-Tier Value
☐ A Texas-Sized Reputation

SCHOLARSHIP
This section is used for presentations, publications and scholarship. Evaluation of submitted materials will be conducted by a full-time faculty member along with the Associate Provost and Chief of Staff. Possible criteria include (Check all that apply):

☐ Submission of manuscript to peer-reviewed or editorial board reviewed journal
☐ Published by a peer-reviewed meeting proceedings or book, scholarly book, professional book, textbook and/or other forms of academic publications
☐ Published thesis or dissertation
☐ Presentation of peer-reviewed paper, workshop, symposia, poster-session, etc., at an acceptable academic, professional, or pedagogical conference or meeting

Comments: ____________________________
________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
INNOVATION

Has the nominee demonstrated or accomplished an innovative change? (Check all that apply)
Possible criteria include:

☐ Developed a solution to a difficult existing problem effectively and productively or improved overall effectiveness through a new method or approach.
☐ Developed and implemented a plan for the good of the community
☐ Generated novel and valuable ideas and used these ideas to develop new or improved processes, methods, systems, programs or services for their team, department of the college.
☐ Other examples of innovation (please explain): ______________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

LEADERSHIP

Has the nominee demonstrated leadership? Has the nominee inspired others to strive for success?
(Check all that apply)
Possible criteria include:

☐ Fostered an atmosphere of collaboration and creativity, which contributes to the efficiency and effectiveness of productivity.
☐ Showed true leadership qualities in managing their staff/service/system effectively.
☐ Led transformational change for the benefit of peers.
☐ Inspires and motivates others to take advantage of opportunities to enhance their own lives whether professionally or personally.
☐ Other examples of leadership (please explain): ______________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
CONTINUOUS EXCELLENCE
Has the nominee continuously strived and promoted ongoing excellence and development in their position/department? (Check all that apply)
Possible criteria include:
☐ Displayed initiative and excellence in significantly improving systems, technical procedures or administrative practices.
☐ Developed and used creative approaches to work practices, adding an artistic edge that otherwise was absent.
☐ Provided a creative contribution to building a brand or identity for their team, department or college.
☐ Other examples of continued excellence (please explain): _________________________________
_______________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

SPIRIT
Has the nominee promoted the name and brand of Texas Wesleyan in a positive way? Has the nominee selflessly improved the lives of others – faculty, staff and/or students? (Check all that apply)
Possible criteria include:
☐ Demonstrated exceptional service to the college and/or community at large (e.g. voluntary participation in community groups, boards or charitable organizations)
☐ Extended their self to help others with a high degree of excellence, professionalism and integrity in their work, which contributed significantly to improve the overall CIT environment and experience.
☐ Other examples of spirit (please explain): _________________________________
_______________________________
_____________________________________________________________________________
_____________________________________________________________________________
ADDITIONAL CRITERIA:
The following chart may also be used. Please check if any of the below criteria was met.

<table>
<thead>
<tr>
<th>Outstanding Individual Employee Award</th>
<th>Outstanding Staff Team Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated unusual initiative or creativity; offered a novel problem resolution</td>
<td>Actively pooled skills, talents and knowledge, with evidence of each member’s contributions and mutual support of each other</td>
</tr>
<tr>
<td>Developed innovations that improve work processes and are cost-conscious</td>
<td>Has evidence of benefits accrued from team’s or work group’s efforts</td>
</tr>
<tr>
<td>Showed willingness to help others achieve their goals</td>
<td>Tackled a project or assignment larger than its members’ individual job descriptions</td>
</tr>
<tr>
<td>Exercised outstanding supervisory or mentoring skills; facilitated the success of others</td>
<td>Developed innovations that improve work processes and are cost-conscious</td>
</tr>
<tr>
<td>Exhibited strong work qualities such as dependability, patience and commitment</td>
<td>Showed willingness to help others achieve their goals</td>
</tr>
<tr>
<td>Demonstrated a willingness to take on new and/or additional tasks; pitched in when needed</td>
<td>Exhibited strong work qualities such as dependability, patience and commitment</td>
</tr>
<tr>
<td>Fostered collaboration and cooperation among colleagues</td>
<td>Demonstrated a willingness to take on new and/or additional tasks; pitched in when needed</td>
</tr>
<tr>
<td>Extended extra effort to help others, especially students</td>
<td>Fostered collaboration and cooperation among colleagues</td>
</tr>
<tr>
<td>Demonstrated exemplary citizenship within the College</td>
<td>Demonstrated unusual initiative or creativity; offered a novel problem resolution</td>
</tr>
<tr>
<td></td>
<td>Demonstrated exemplary citizenship within the College</td>
</tr>
</tbody>
</table>

*Rubric and criteria were designed based on examples from various institutions including Ohio State University, Carnegie Mellon University, University of Windsor, Rochester Institute of Technology, University of Michigan, and Washington University. This serves as a guideline to submissions and reviewers when selecting recognition recipients. Selection is up to the committee members’ discretion.*
SUBMISSION REVIEW

Nominee: ____________________________________________________________

Submission: __________________________________________________________

Committee Recommendation
☐ Approved
☐ Denied

Comments:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signature: ____________________________________________________________

Contributing Committee & Judges Recommendation
☐ Approved
☐ Denied

Comments:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signature: ____________________________________________________________
2014 Staff Recognition Committee
Ashly Spencer, Academic/Provost
Scott Cannon, Alumni & Advancement
Chris Windsor, Enrollment & Student Services
Stephanie Franks, Finance & Administration
Darren White, Marketing & Communications
Kyle Morgan, President/Athletics

Contributing Committee Members & Judges
Patti Gearhart Turner, Chief of Staff
Dr. K. Helena Bussell, Associate Provost
Dr. Stacia Campbell, Associate Professor of English
SGA Student Representative