



Originally Issued: June 15, 2021  
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Procedure Owners: President/Provost

## ***Excellence in Academic Innovation*** **Provost Award**

### **I. Purpose**

Athens State University's human capital is a distinctive asset. Faculty and Staff have consistently produced outcomes that have contributed favorably to serving the needs of key stakeholders and contributing to the overall success and sustainability of the University. However, there are instances where these efforts make especially notable contributions reflecting exceptional work and impact. These innovative ideas and their subsequent implementation results in meaningful, measurable, and positive outcomes on the work of the institution.

The purpose of the Athens State University Provost Award, Excellence in Academic Innovation, is to recognize employees who have made exemplary and innovative contributions leading to documented, exceptional, and high impact results that are aligned with our Mission, Vision, and Strategic Plan. As the focus of the award is on recognizing monumental and exceptional efforts and results, general good work is not sufficient for the award. In the selection of recipients for this award, consideration will also be given for special projects that are otherwise compensated (monetary and non-monetary).

### **II. Eligibility**

To be eligible for the Excellence in Academic Innovation -Provost Award an employee must:

- Be a full-time faculty or staff member during the nomination year;
- Be employed in their current position for at least one (1) year;
- Meet expectations in all areas of work;
- Not have been a Provost Award recipient in the past two years;
- Not be a recipient of a Presidential Award the same year.

### **III. Criteria and Process for Nomination**

Nomination forms may be submitted by any full-time employee, but must include the nominee's supervisor's signature. Nominators should complete the nomination form and submit it along with appropriate supporting documentation. This document should outline the specific contribution made to enhance Athens State University and provide evidence to show the idea, its implementation, and resulting outcomes of the contribution. Nominations should be submitted to the Provost/Vice President



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of Academic Affairs. Nominations will be accepted on an ongoing basis, but the deadline will be April 30<sup>th</sup> each year for inclusion for that year's award conferral which will take place no later than the following Fall semester.

#### **IV. Selection Process**

The selection process for the *Excellence in Academic Innovation Award* will be determined by a committee convened by the Provost and include the following members:

- Vice President of Enrollment Management/Assistant Vice President of Enrollment Management
- Associate Vice President for Academic Affairs
- Dean of Arts & Sciences
- Dean of the College of Business
- Dean of the College of Education
- Chief Human Resources Officer
- Director of the Library
- Financial Affairs (appointee)

The selection committee will review the nominations and supporting documentation for all nominees, assess the current funding available, and make a recommendation which includes those candidates they believe are deserving of this special recognition. The Provost will provide to the President the nominations and supporting documentation for those recommended for this award by the committee. The President will have final approval of those who will receive this award.

#### **V. Awards**

The President and Provost will together present the *Excellence in Academic Innovation Award* to the identified recipients at an appropriate function no later than the following Fall semester. *A maximum of 5 award recipients may be awarded each year*, but exceptions for unique and special circumstances may be approved by the President. The award will include a monetary amount commensurate with the discerned distinction of the innovation and its impact and with consideration of any prior compensation or release time associated with this recognized work.