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Procedure Owners: VP for Financial Affairs and Chief Human Resources Officer

## ***Excellence in Innovation***

### **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, Excellence in Innovation award, is to recognize employees who have made exemplary and innovative contributions, through **new** ideas, methods, products, services or solutions that have a significant positive impact and value for the University and 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 Innovation 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 an Innovation 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



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resulting outcomes of the contribution. Nominations should be submitted to Human Resources Office. 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 President's Cabinet will review the nominations and supporting documentation for all nominees and select recipients no later than June 30<sup>th</sup>. The final approval for any awards will be made by the President.

#### **V. Awards**

The President will present the *Excellence in 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.