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Procedure Owners: VP for Financial Affairs, CHRO/Assistant Vice President for Human Resources

Presidential Award for Meritorious Performance

I. Purpose

The purpose of the Athens State University Presidential Award for Meritorious Performance program is to incentivize and recognize employees for exemplary contributions to specific university, college or department initiatives or special projects that support the unit's vision, mission, strategic goals, and objectives.

II. Eligibility

To be eligible for a Presidential Award, employees must:

- currently be or have been (within the last six months of nomination), a faculty or staff member;
- Have been employed at the University for at least one (1) year;
- Meet all expectations in all areas of work.
- *Not* have been a Presidential award winner within the last three years.

Nominations for faculty related to excellence in teaching and/or excellence in research, scholarly or creative works will not be considered for a Presidential award since there is an existing Athens State University Foundation award for each of these two areas.

Nominations for employees related to the Excellence in Innovation award will not be considered for a Presidential Award.

Otherwise, the intent is that any employee should be able to be recognized, no matter what their role, if they have made an outstanding contribution to a specific priority of the institution.



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III. Criteria for Recognition

Exemplary contributions to specific initiatives or special projects in the last 12 months that support the university, college or department vision, mission, goals, and objectives. Nominations must clearly focus on special projects or initiatives. General work and good efforts are not sufficient for the award.

IV. Nomination Process

Persons nominating an individual or group of individuals should complete the [Nomination Form for Presidential Award](#) and attach documentation of no more than five (5) pages that corroborates the exemplary contribution of the nominee(s). It might include artifacts, outcomes assessments, and/or letters of support, for example.

If someone other than the supervisor makes a nomination for meritorious recognition, the person making the nomination should obtain verification from the supervisor that the nominee(s) is at least meeting expectations in all areas of his/her job.

Nominations and supporting materials will be accepted by the Office of Human Resources on an ongoing basis, but no later than April 30th.

V. Selection Process

The President's Cabinet will review the nominations and supporting documentation for all nominees, and will recommend up to five (5) award recipients no later than June 30th. The final approval for any awards will be made by the President.

VI. Awards

Up to five (5) Presidential Awards may be given annually.

Awards can be monetary or non-monetary. Upon final approval of the awardees, the Vice President of Financial Affairs, in collaboration with the President and Cabinet, will make a determination of the amount and/or type of the award (monetary or non-monetary).

The President will recognize each President's Award recipient with the Award and a commemorative



certificate during the fall in-service activities or some other appropriate University function.