

Policy title: UNIT STAFF AWARDS**Effective: January 23, 2013****PURPOSE/INTENT**

SBS recognizes the importance of the work performed by staff and appointed professionals. Units in the college of SBS may decide to recognize staff members for their excellent work. In order to do this, each unit may reward its staff through a formal and competitive process with clearly stated criteria. The following is a college-wide policy on such awards.

UNIVERSITY OF ARIZONA POLICY

[UHAP Chapter 9: Recognition](#) covers awards and recognition appropriate for classified staff and appointed professionals at the institutional level.

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES ADDITIONAL PROCEDURAL STEP

The following applies to University of Arizona, College of Social and Behavioral Sciences, and unit staff awards.

Eligibility

All classified staff and non-faculty appointed professionals who have been employed in the unit for a minimum of six months are eligible for nomination.

Criteria

Units should use the following criteria in the selection of awards. Not all points need to be addressed for a successful nomination.

Outstanding achievements on the job through actions that constitute performance beyond expectations:

- Producing a high quality and/or quantity of work over an extended period of time
- Giving extra effort to complete a job or handle a heavier workload
- Filling in when the unit is short-staffed
- Volunteering for and/or working on special projects

Exceptional contributions toward efficiencies and effectiveness:

- Integrating information or technology for more efficient operations
- Developing new work methods that reduce the waste of resources
- Eliminating unnecessary actions or steps for delivering service
- Making suggestions that save time/money

Outstanding service to others:

- Doing things for others that are beyond job requirements
- Performing in an exceptionally courteous and cooperative manner
- Being so helpful that others write letters of appreciation
- Making special efforts to recognize excellence in others
- Creating extra opportunities for other employees to improve skills and abilities
- Contributing to an exceptionally supportive, team-oriented environment



Selection Process for Unit-Specific Awards

Award recipients should be selected by a unit committee after careful consideration of the above criteria. The nature and composition of selection committees will be determined by each specific unit.

After selection, the name(s), award(s), and a brief description of the process should be forwarded to the Dean's Office for review and approval.

CONSIDERATIONS

University of Arizona funds must not be used for such awards. Any unit-specific awards must come from foundation funding.

Awards should be no larger than \$1,000 for any specific employee. Awards should only be given once a fiscal year.