



University Recognition & Awards Program

FOR SHRA AND EPA NON-FACULTY
EMPLOYEES



University Recognition & Awards Program

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

North Carolina Agricultural and Technical State University's **Recognition & Awards Program (University Employee Recognition & Awards Program)** serves to highlight the excellence that exists in all areas and job functions across the university by rewarding the accomplishments and achievements of permanent, full-time SHRA and EPA Non-Faculty employees of N.C. A&T—excluding executive administrators (Senior Academic Administrative Officer, Tiers I and II). Nominees for awards must have three consecutive years of service (permanent full-time) with N.C. A&T as well as meet the respective criteria for selection.

Across the N.C. A&T campus, employees are nominated by their respective college, school or division. (Note: All nominators must be permanent employees of North Carolina A&T State University.) These nominees are then submitted to the University Employee Recognition Committee to determine the five university-level winners (a maximum of one winner per award). All nominees are invited to attend a banquet where the five award winners receive a plaque along with a check for \$1,000.

The five awards for which employees may be nominated are listed below:

- *University Award for Excellence in Leadership*
- *University Award for Excellence in Teamwork*
- *University Award for Excellence in Performance*
- *University Award for Excellence in Customer Service*
- *The Aggie Pride Award (Going the Extra Mile)*



University Recognition & Awards Program

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

UNIVERSITY AWARD FOR EXCELLENCE IN LEADERSHIP

The University Award for Excellence in Leadership is granted to any permanent, full-time SHRA or EPA Non-Faculty employee of North Carolina Agricultural and Technical State University—excluding university administrators (Senior Academic Administrative Officer, Tiers I and II)—with three consecutive years of service (permanent, full-time) with N.C. A&T and who exemplifies the following qualities:

- Demonstrates the ability to lead and guide others within their organization with a spirit of cooperation and respectful treatment of others
- Facilitates the identification of organizational goals as well as organizes a group of people to achieve a common goal; leads on two situational variables—goal achievement (achievement-oriented) and group maintenance
- Is proactive
- Engages others within the workplace and models behavior
- Demonstrates an enthusiastic and genuine belief in the capacity of others
- Strengthens subordinates' will and provides a means by which they can achieve
- Provides intellectual stimulation
- Remains positive and expresses optimism despite obstacles and setbacks
- Reinforces the behaviors in others that need to be repeated
- Encourages initiative in others and create conditions where subordinates can achieve their own successes
- Creates a climate of trust and collaboration
- Works to meet college, school or division objectives by assisting peers or subordinates, sharing knowledge and stimulating collaboration and a positive work environment for accomplishing tasks
- Accepts responsibility and accountability in helping to advance the university's mission and departmental goal
- Builds effective collaborative relationships across different groups or departments within the university to define and solve problems or reach agreements on a course of action while considering multiple perspectives

The recipient of this award will foster cooperation, collaboration and open communication of the university's policies and procedures to better perform beyond the scope of his/her regular day-to-day job duties and responsibilities. The recipient must have collaborated with others and exhibited significant effort to advance departmental goals and the University's mission. The recipient is an individual who seeks ways to make things better and change the work environment.

Frequency of Award

- One award annually
- This award will only be granted if there are qualified nominations

UNIVERSITY AWARD FOR EXCELLENCE IN LEADERSHIP, cont.

Criteria for Selection

- Must be a permanent, full-time North Carolina state employee (SHRA or EPA Non-Faculty)
- Temporary employees, retired employees, positions classified as university administrators (SAAO Tiers I and II) and groups/teams of employees are ineligible for this award
- Nominee must have a minimum of three consecutive years of service to the university
- Nominee must have a history of good standing in her/his personnel file; nominee will be disqualified in the event of any active or pending disciplinary actions or in the event of documented disciplinary actions within the preceding 18 months
- Members of the university community may nominate individuals for this award; self-nominations are ineligible
- Previous recipients of the University Award for Excellence in Leadership are not eligible to receive any University Award for Excellence for two years (24 months) after the initial award date
- This award will only be granted when there are qualified nominations
- Award recipients must be currently employed by the university at the time of the monetary award distribution

Award to Recipient

- \$1,000 cash award
- Plaque or other item
- Recognition luncheon or banquet
- Recognition on the N.C. A&T Human Resources website

Nomination Process

- Nominator must be a permanent employee of North Carolina A&T State University
- Nominator completes the University Award for Excellence in Leadership Form and facilitates completion of the nomination process
- Nominator obtains signature approval from the nominee's immediate supervisor, department head and dean/vice chancellor
- Completed nomination form and a cover letter (not to exceed one page) written by the nominator are submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 17, 2024
- In the event that a nominee has multiple nominations, only the first to be received will be evaluated

Application

The University Award for Excellence in Leadership Form is available online:

https://hub.ncat.edu/_files/administrative/university_employee_recognition_and_award_program.pdf



University Recognition & Awards Program

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

UNIVERSITY AWARD FOR EXCELLENCE IN TEAMWORK

The University Award for Excellence in Teamwork is granted to any permanent, full-time SHRA or EPA Non-Faculty employee of North Carolina Agricultural and Technical State University—excluding university administrators (Senior Academic Administrative Officer, Tiers I and II)—with three consecutive years of service (permanent, full-time) with N.C. A&T and who exemplifies the following qualities:

- Demonstrates a spirit of teamwork, cooperation and respectful treatment of others
- Works to meet college, school or division objectives by assisting peers or subordinates, sharing knowledge and stimulating collaboration and a positive work environment for accomplishing tasks
- Accepts responsibility and accountability in helping to advance the university's mission and departmental goals
- Builds effective collaborative relationships with different groups or departments within the university to define and solve problems or reach agreements on a course of action while considering multiple perspectives

The recipient of this award will foster cooperation, collaboration and open communication of the university's policies and procedures to better perform beyond the scope of his/her regular day-to-day job duties and responsibilities. The recipient must have collaborated with others and exhibited significant efforts to advance departmental goals and the university's mission.

Frequency of Award

- One award annually
- This award will only be granted if there are qualified nominations

Criteria for Selection

- Must be a permanent, full-time North Carolina state employee (SHRA or EPA Non-Faculty)
- Temporary employees, retired employees, positions classified as university administrators (SAAO Tiers I and II) and groups/teams of employees are ineligible for this award
- Nominee must have a minimum of three consecutive years of service to the university
- Nominee must have a history of good standing in her/his personnel file; nominee will be disqualified in the event of any active or pending disciplinary actions or in the event of documented disciplinary actions within the preceding 18 months

UNIVERSITY AWARD FOR EXCELLENCE IN TEAMWORK, cont.

Criteria, cont.

- Members of the university community may nominate individuals for this award; self-nominations are ineligible
- Previous recipients of the University Award for Excellence in Teamwork are not eligible to receive any University Award for Excellence for two years (24 months) after the initial award date
- This award will only be granted when there are qualified nominations
- Award recipients must be currently employed by the university at the time of the monetary award distribution

Award to Recipient

- \$1,000 cash award
- Plaque or other item
- Recognition luncheon or banquet
- Recognition on the N.C. A&T Human Resources website

Nomination Process

- Nominator must be a permanent employee of North Carolina A&T State University
- Nominator completes the University Award for Excellence in Teamwork Form and facilitates completion of the nomination process
- Nominator obtains signature approval from the nominee's immediate supervisor, department head and dean/vice chancellor
- Completed nomination form and a cover letter (not to exceed one page) written by the nominator are submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 17, 2024
- In the event that a nominee has multiple nominations, only the first to be received will be evaluated

Application

The University Award for Excellence in Teamwork Form is available online:

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University Recognition & Awards Program

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

UNIVERSITY AWARD FOR EXCELLENCE IN PERFORMANCE

The University Award for Excellence in Performance is granted to any permanent, full-time SHRA or EPA Non-Faculty employee of North Carolina Agricultural and Technical State University—excluding university administrators (Senior Academic Administrative Officer, Tiers I and II)—with three consecutive years of service (permanent, full-time) with N.C. A&T and who exemplifies the following qualities:

- Pays attention to important details of a task, project, etc.
- Quality of work consistently exceeds expectations
- Stays on task and manages time constructively
- Plans and organizes work without supervision or follow-up
- Effectively communicates well with constituents, general public, etc.
- Resolves conflict
- Executes and/or accomplishes work early or by deadline
- Performance measures of a recipient: Creativity And Innovation, Positive Attitude, Enthusiasm, Productivity, Flexibility, and Leadership

The recipient of this award has a strong knowledge and understanding of the university's policies and procedures and significantly and consistently exceeds performance expectations and the quality of work is overall exceptional. Employees who are considered for this University Award should be evaluated on their performance based on their specific job responsibilities/duties.

Frequency of Award

- One award annually
- This award will only be granted if there are qualified nominations

Criteria for Selection

- Must be a permanent, full-time North Carolina state employee (SHRA or EPA Non-Faculty)
- Temporary employees, retired employees, positions classified as university administrators (SAAO Tiers I and II) and groups/teams of employees are ineligible for this award
- Nominee must have a minimum of three consecutive years of service to the university
- Nominee must have a history of good standing in her/his personnel file; nominee will be disqualified in the event of any active or pending disciplinary actions during

UNIVERSITY AWARD FOR EXCELLENCE IN PERFORMANCE, cont.

Criteria, cont.

the evaluation of nominee's packet or in the event of documented disciplinary actions within the preceding 18 months

- Members of the university community may nominate individuals for this award; self-nominations are ineligible
- Previous recipients of the University Award for Excellence in Performance are not eligible to receive any University Award for Excellence for two years after the initial award date
- This award will only be granted when there are qualified nominations
- Award recipients must be currently employed by the university at the time of the monetary award distribution

Award to Recipient

- \$1,000 cash award
- Plaque or other item
- Recognition banquet/luncheon
- Recognition on the N.C. A&T Human Resources website

Nomination Process

- Nominator must be a permanent employee of North Carolina A&T State University
- Nominator completes the University Award for Excellence in Performance Form and facilitates completion of the nomination process
- Nominator obtains signature approval from the nominee's immediate supervisor
- Completed nomination form and a cover letter (not to exceed one page) written by the nominator are submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 17, 2024
- In the event that a nominee has multiple nominations, only the first to be received will be evaluated

Application

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University Recognition & Awards Program

FOR SHRA AND EHRA NON-FACULTY EMPLOYEES

UNIVERSITY AWARD FOR EXCELLENCE IN CUSTOMER SERVICE

The University Award for Excellence in Customer Service is granted to any permanent, full-time SHRA or EHRA Non-Faculty employee of North Carolina Agricultural and Technical State University—excluding university administrators (Senior Academic Administrative Officer, Tiers I and II)—with three consecutive years of service (permanent, full-time) with N.C. A&T and who exemplifies the following qualities:

- Exceeds customers' expectations by consistently showing exceptional initiative in “going above and beyond” the defined duties of the job to provide service to internal and external customers with timely and appropriate follow-up
- Exhibits a commitment to quality service and responsiveness to customers (e.g., students, staff, faculty, alumni, donors and friends of the university, the greater community)
- Creates a positive customer experience that continuously exceeds expectations and improves customer experiences
- Enhances the overall quality of service provided by her/his college, school or division
- Promotes or inspires excellence and dedication in others
- Supports the mission and vision of the university

The recipient of this award has a strong knowledge and understanding of the university's policies and procedures to be better prepared to address customers' concerns, and proficiently determines the best solution and quickly follows through with customers. The recipient must also exhibit courtesy and reliability while interacting with customers and others.

Frequency of Award

- One award annually
- This award will only be granted if there are qualified nominations

Criteria for Selection

- Must be a permanent, full-time North Carolina state employee (SHRA or EPA Non-Faculty)
- Nominee must have a minimum of three consecutive years of service to the university. Temporary employees, retired employees, positions classified as university administrators (SAAO Tiers I and II) and groups/teams of employees are ineligible for this award

UNIVERSITY AWARD FOR EXCELLENCE IN CUSTOMER SERVICE, cont.

Criteria, cont.

- Nominee must have a history of good standing in her/his personnel file; nominee will be disqualified in the event of any active or pending disciplinary actions or in the event of documented disciplinary actions within the preceding 18 months
- Members of the university community may nominate individuals for this award; self-nominations are ineligible
- Previous recipients of the University Award for Excellence in Customer Service are not eligible to receive any University Award for Excellence for two years after the initial award date
- This award will only be granted when there are qualified nominations
- Award recipients must be currently employed by the university at the time of the monetary award distribution

Award to Recipient

- \$1,000 cash award
- Plaque or other item
- Recognition luncheon or banquet
- Recognition on the N.C. A&T Human Resources website

Nomination Process

- Nominator must be a permanent employee of North Carolina A&T State University
- Nominator completes the University Award for Excellence in Customer Service Form and facilitates completion of the nomination process
- Nominator obtains signature approval from the nominee's immediate supervisor, department head and dean/vice chancellor
- Completed nomination form and a cover letter (not to exceed one page) written by the nominator are submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 17, 2024
- In the event that a nominee has multiple nominations, only the first to be received will be evaluated

Application

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University Recognition & Awards Program

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

UNIVERSITY AWARD FOR AGGIE PRIDE (GOING THE EXTRA MILE)

The University Award for Aggie Pride is granted to any permanent, full-time SHRA or EPA Non-Faculty employee of North Carolina Agricultural and Technical State University—excluding university administrators (Senior Academic Administrative Officer, Tiers I and II)—with three consecutive years of service (permanent, full-time) with N.C. A&T and who exemplifies the following qualities:

- Demonstrates enthusiasm and high self-esteem in the quality of output
- Engages in innovative thinking and projects
- Willingness to make commitments and keep promises in pursuit of team goals
- Demonstrates an ability to consistently make a significant positive impact beyond the university, and within the person's larger community
- Expressions of pride through volunteering for special projects and events
- Demonstrates a positive attitude, and consistent dedication to the university and others with whom they interact

The recipient of this award has demonstrated the true spirit of Aggie Pride on and off the job with passion and enthusiasm. The recipient must have made a unique contribution by embracing the university spirit and has demonstrated examples of high-quality of service, and a track record of building relations that lead to continuous improvement. This award is to recognize an employee that consistently goes above and beyond the call of duty, to shape the future for others and the university.

Frequency of Award

- One award annually
- This award will only be granted if there are qualified nominations

Criteria for Selection

- Must be a permanent, full-time North Carolina state employee (SHRA or EPA Non-Faculty)
- Temporary employees, retired employees, positions classified as university administrators (SAAO Tiers I and II) and groups/teams of employees are ineligible for this award
- Nominee must have a minimum of three consecutive years of service to the university
- Nominee must have a history of good standing in her/his personnel file; nominee will be disqualified in the event of any active or pending disciplinary actions or in the event of documented disciplinary actions within the preceding 18 months

UNIVERSITY AWARD FOR AGGIE PRIDE, cont.

Criteria, cont.

- Members of the university community may nominate individuals for this award; self-nominations are ineligible
- Previous recipients of the University Award for Excellence in Aggie Pride are not eligible to receive any University Award for Excellence for two years after the initial award date
- This award will only be granted when there are qualified nominations
- Award recipients must be currently employed by the university at the time of the monetary award distribution

Award to Recipient

- \$1,000 cash award
- Plaque or other item
- Recognition luncheon or banquet
- Recognition on the N.C. A&T Human Resources website

Nomination Process

- Nominator must be a permanent employee of North Carolina A&T State University
- Nominator completes the University Award for Excellence in Aggie Pride Form and facilitates completion of the nomination process
- Nominator obtains signature approval from the nominee's immediate supervisor, department head and dean/vice chancellor
- Completed nomination form and a cover letter (not to exceed one page) written by the nominator are submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 17, 2024
- In the event that a nominee has multiple nominations, only the first to be received will be evaluated

Application

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University Employee Recognition & Awards Nomination Form Instructions

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

Please use only this form to nominate an employee for the University Employee Recognition & Awards program.

All information must be TYPED or PRINTED (legibly), then signed in the designated spaces.

Please review the criteria for eligibility (listed below) and the respective categories for each award before proceeding.

ELIGIBILITY

1. Permanent, full-time SHRA or EPA Non-Faculty employee.
2. Employee must have a minimum of three consecutive years of service to the university.
3. No disciplinary actions pending or having occurred within the current fiscal period.
4. University Administrators (Senior Academic Administrative Officers, Tiers I & II) are excluded.
5. Employees may nominate individuals for this award; self-nominations are ineligible.
6. Previous recipients of each University Award of Excellence are not eligible to receive award for two years after the initial award date.
7. Award recipients must be employed by the university at the time of the monetary award distribution.

GUIDELINES

1. All employees are eligible to nominate individuals during the announced period.
2. Do not leave any columns blank.
3. Nominator submits the completed nomination form and a one-page cover letter to nominee's immediate supervisor, in a sealed envelope on or before the due date.
(Note: Nominator must be a permanent employee of North Carolina A&T State University.)
4. Immediate supervisor reviews, signs and submits nomination form to the respective department head/chair.
5. Department head/chair reviews, signs and submits nomination form to the vice chancellor
6. Vice chancellor reviews, signs and submits nomination form with cover letter to the University Employee Recognition Committee Chair.
7. Nominations are screened for eligibility by the selection team constituted by the committee for this purpose. All decisions are final.
8. The nominations will be kept confidential.
9. Employee must possess at least one of the five (5) selected criteria to be endorsed as a nominee for an award.
10. Nominations and attachments become the property of the committee.



University Employee Recognition & Awards Nomination Form

FOR SHRA AND EPA NON-FACULTY EMPLOYEES

Please use only this form to nominate an employee for the **University Employee Recognition & Awards** program. Nominator must be a permanent employee of North Carolina A&T State University.

Date
Nominee's Name
Nominee's Department
Nominator's Name
Nominator's Department

A description must be stated for one of the following categories for the nominee to be considered as an outstanding employee. Provide reasons for nomination and use specific examples of positive traits, as demonstrated by the nominee.

Please select one of the following categories to submit for the nominee:

- Leadership
- Teamwork
- Performance
- Customer Service
- Aggie Pride (Going the Extra Mile)

The individual nominated must meet the criteria listed for the respective category checked above.

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NOMINATION JUSTIFICATION

This section is provided for the nominator to describe key qualities, traits, or characteristics of the nominee. Describe how the nominee demonstrates excellence in the category he/she is being nominated. Include specific examples.

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Page 3

Nominee's Name

Nominee's Title

Nominee's Department

Nominator's Name and Title

Nominator's Department

SIGNATURES

Please obtain all signatures below before submitting the nomination packet.

Nominator's Signature

Date

Nominee's Immediate Supervisor's Signature

Date

Nominee's Department Head/Chair's Signature

Date

Nominee's Dean's Signature (*applicable only to nominee within school/college*)

Date

Nominee's Vice Chancellor's Signature

Date

FOR USE BY THE SELECTION COMMITTEE ONLY:

Date Received:
Disciplinary Actions:
Other:
Nominee's Selection Criteria Score:
TOTAL SCORE: