



University Recognition & Awards Program

FOR SHRA AND EHRA NON-FACULTY
EMPLOYEES



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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 EHRA 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.

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)*



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FOR SHRA AND EHRA 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 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:

- 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 EHRA 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

- 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 prepared by the nominator submitted to the University Employee Recognition Committee Chair by 5 p.m. on May 2, 2025
- 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/administration/human-resources/excellence-awards/index.php>



University Employee Recognition & Awards Nomination Form

FOR SHRA AND EHRA 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.

UNIVERSITY EMPLOYEE RECOGNITION & AWARDS NOMINATION FORM

NOMINATION JUSTIFICATION - LEADERSHIP

This section is provided for the nominator to describe how the nominee demonstrates excellence in the category he/she is being nominated, including specific examples. The nomination justification should address the following:

Describe how the employee leads and guides others within their organization and organizes groups to achieve goals. How does the employee engage others and model cooperation, model respectful behavior, and encourage the repetition of desirable behaviors in others?

Describe how the employee encourages initiative in others and creates conditions where subordinates can achieve on their own. How does the employee demonstrate belief in the capacity of others, remain positive, and express optimism?

Describe how the employee creates conditions where subordinates can achieve their own success and creates a climate of trust and collaboration.

Describe how the employee is responsible and accountable in helping to advance the university's mission and department goals and objectives. How does the employee build effective relationships, assist peers or subordinates, share knowledge, and stimulate collaboration across different groups of departments within the University?

Describe how the employee seeks ways to stimulate the work environment intellectually and make the work environment better.

Additional Comments:

UNIVERSITY EMPLOYEE RECOGNITION & AWARDS NOMINATION FORM

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: