



University Recognition & Awards Program

FOR SHRA AND EHRA NON-FACULTY
EMPLOYEES



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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 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)*



University Recognition & Awards Program

FOR SHRA AND EHRA 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 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:

- 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 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 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

- 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, 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 Performance 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 – PERFORMANCE

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 has quality work that consistently exceeds expectations. How does the employee pay attention to details, manage time constructively, and plan and organize work without supervision?

Describe how the employee effectively communicates with constituents within the University community and within the general public.

Describe how the employee resolves conflict.

Describe how the employee displays creativity and innovation, positive attitude, enthusiasm, flexibility and leadership.

Describe how the employee consistently executes and/or accomplishes work early or by the deadline.

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: