*The Texas A&M University System*

*System Offices*

Outstanding Employee Service Awards

The Outstanding Employee Service Awards annually recognize the accomplishments of two individuals employed within the System Offices. The two award recipients will be recognized by the Chancellor at the System Offices annual meeting in December. They will each receive a check in the amount of $1,000 and a commemorative plaque. **Nominations for 2013 are due by November 26, 2013 at 5:00 pm**.

**NOMINATION PROCESS**

Nominations are solicited from all System Offices employees, as well as employees of other System members. To be eligible for consideration, an employee must meet the following criteria:

1. The nominee must have two years of continuous service within the System Offices in a full-time budgeted position below the rank of Vice Chancellor as of the date of the nomination.

2. The nominee may not have received the award within the past five years.

3. In the spirit of outstanding employee service, the nominee must have been a credit to the System Offices through dedication, interest, enthusiasm, achievement, service and excellent performance.

**SELECTION PROCESS**

The Director, Human Resources will appoint the selection committee which will include the two immediate past recipients, one Staff Council member and one System Offices employee. If the immediate past recipients are unavailable, a former recipient will be substituted. To avoid conflicts of interest, committee members may not submit a nomination nor can they be nominated for the award.

The committee will select a chairperson, although the Director, Human Resources may appoint a temporary chairperson to schedule the first meeting of the committee. The committee will choose the award recipients based on the following criteria:

* Specific job performance which far exceeds requirements
* Demonstration of outstanding abilities and skills
* Recognition by colleagues and co-workers throughout the System
* Contribution of ideas, which have resulted in improved service, increased value or increased efficiency and effectiveness

The names of the recipients will remain confidential until the presentation ceremony.

**PREVIOUS RECIPIENTS**

2012 Henry Judah Robin Woods

2011 David Gutierrez Jason Olivarez

2010 Brian Billington Jarrett Eisenrich

2009 Jerry Brown Janie Hurley

2008 Cindy Hanks Marc Moore

2007 Mark Poehl Glenda Rogers

2006 Joseph Dunn Cary Tschirhart

2005 Katy Peterson Mark Schulz

2004 Patti Bonneson Rajesh Kaimal

2003 Deanna Jones Ann Pierce

The Texas A&M University System

System Offices

**NOMINATION FORM**

**2013 Outstanding Employee Service Award**

**NOMINEE: NOMINATOR:**

Name:       Name:

Title:       Title:

Department:       Department:

Supervisor:       Date of Nomination:

 Signature:

[ ]  Minimum of two years of continuous service in System Offices (will be verified by Human Resources)

Based on the eligibility and selection criteria, explain the unique quality of the individual, or why she/he should receive this award. Please attach additional comments as needed to this form. **Please, if able, provide examples in each category.**

**Job Performance: (far exceeds minimum requirements)**

**Abilities & Skills: (demonstrated expertise in chosen field)**

**Service to Colleagues throughout the System and System Offices co-workers:**

**Contribution of Ideas: (ideas that have resulted in improved service, increased value or increased efficiency and effectiveness)**

Nomination forms should be sealed in an envelope marked CONFIDENTIAL and sent to:

Outstanding Employee Service Award

Human Resources

Mail Stop 1116

Moore-Connally Building

301 Tarrow, 2nd Floor

College Station, TX 77840-7896

*Note: If selected as a recipient, a copy of this nomination form will be shared with the employee at the awards ceremony.*

***Nominations are due in the System Offices Human Resources by 5:00 p.m. on November 26, 2013.***