



# EMPLOYEE AWARDS TEMPLATE

Employee Awards must be given through a competitive program that promotes the best interest of Auburn University and the purpose for which the University was created. All employee award programs must be submitted to the Employee Awards Committee for review and approval. Approval from this Committee is required prior to any award distribution. All award funding is provided through the local budget. Departments/Units are responsible for funding and continuation or dissolution of employee award programs.

The following template contains the necessary elements for an employee award program. The Department/Unit is responsible for the administration of the program and ensuring compliance with the Policy on Employee Awards, the Employee Awards Procedures, and any other applicable University policy. Submit employee award plans to [awardsprogram@auburn.edu](mailto:awardsprogram@auburn.edu) for approval.

EMPLOYEE AWARDS QUESTIONS
<b>1.) Department Name</b>
College of Sciences and Mathematics-ADMIN
<b>2.) Name and Contact Information for Award Program</b>
Katherine Calloway, 334-844-8698, ksc0013@auburn.edu
<b>3.) Name of Award Program</b>
Lilly-Lovelace Distiguated Service Award
<b>4.) State the Business Purpose</b> <i>What is the primary benefit to the University and its mission?</i>
To recognize COSAM support staff who have shown exemplary service and excelled in the areas of collegiality, productivity and professionalism.
<b>5.) Description of the Program</b> <i>What is the goal of the recognition program and which positive outcome(s) are expected? What variety of strategies will you include? Identify the program objectives for the department.</i>
Please see the attached guidelines established for the award in 2013
<b>6.) Identify Award Themes and Selection Criteria</b> <i>(a) Identify the award themes, such as "Exemplary Performance", "Superior Customer Service", "Teamwork", "Employee Safety", etc. (b) Identify selection criteria. The selection criteria may be linked to a department's mission or core values or positive behaviors such as leadership, teamwork, productivity, innovation, or an unsung hero. Please define each as it relates to your department.</i>
Please see the attached guidelines established for the award in 2013
<b>7.) Identify Award Eligibility Criteria</b> <i>Who will be eligible to participate? How frequently can an employee win the award? Any exclusions to eligibility?</i>
Please see the attached guidelines established for the award in 2013

**8.) Identify Award Types and Frequency**

*(a) Which types of awards will be presented to employees (cash, trophy, t-shirt, hat, etc...) (b) Determine the award frequency. (c) list the award theme, amount, frequency*

*EX. Exemplary Work Performer of the Quarter: Award: \$500: Awarded Quarterly*

Award: Trophy and Cash award of \$500, Awarded Annually

**9.) Identify Nomination and Selection Process**

*(a) What is the nomination process: Is there a nomination form? Who can submit nominations? What information is needed? How should nominations be submitted? Add justification definitions if needed. (b) What is the selection process? Define rating procedures and processes, who will review and score nominations, what is this based on? Please provide definitions. (Determine if a departmental committee, as mentioned in the Employee Awards Procedure, is needed to assist with this effort.)*

Please see the attached guidelines established for the award in 2013

**10.) Identify Communication Plan**

*How will you communicate the program to your staff? How will you recognize award recipients? (flyers, newsletter, program, bulletin boards, departmental website, departmental meetings, etc.)*

A call for nominations is distributed from the Dean's office to all COSAM Employees. Once the winners are announced they are recognized at the Dean's Leadership Council luncheon, an email announcing the winner to all of COSAM, and an article in COSAM's weekly e-newsletter COSAM Today.

**11.) Evaluation**

*What process will be utilized to evaluate the program? What is needed to maintain the program and what follow-up processes will be utilized?*

**Validity and sucessfulness will be discussed and evaluated by the selection committee each year when they meet to evaluate nominations. Criteria for sucessfulness will be at the discretion of the committee and dean.**

**12.) Funding Source**

*What funding source will support this program? Tailor the degree of detail necessary for your Budget Officer to review.*

Unrestricted College Funds

**Budget Officer Approval**

Signature: Simon M. Snyder

Date: 10/11/18

**Department/Unit Head Approval**

Signature: [Handwritten Signature]

Date: 10-11-18

**Employee Award Committee Approval**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date of Final Approval:** \_\_\_\_\_

**Date of Renewal:** \_\_\_\_\_



## LILLY-LOVELACE DISTINGUISHED SERVICE AWARD IN THE COLLEGE OF SCIENCES AND MATHEMATICS

The successes of the College of Sciences and Mathematics at Auburn University are often credited to its faculty and students. However, these successes are built upon foundations provided by the efforts of an outstanding and dedicated staff. The Lilly-Lovelace Distinguished Services Award is presented annually and recognizes individual staff members in COSAM who have helped to provide these foundations through long-term exemplary service to the College.

### Eligibility

To be eligible, a nominee must be a regular employee who (1) has served as a member of the staff (Secretarial/clerical, administrative/professional, or technical or instructions and research support staff) in COSAM or one of its academic units for a minimum of five years, and through their term of service (2) has excelled in the areas of collegiality, productivity/efficiency and professionalism. Previous recipients of the award cannot be nominated again. Two categories of employees will be awarded each year as follows:

- Category #1: General Support Staff (i.e., staff in department and COSAM offices)
- Category #2: Instructional and Research Support Staff (i.e., instructional lab coordinators, research lab technicians and IT staff)

### Nomination Process

Nominations will be called for from the COSAM Dean's Office by early August of each year and due by mid-September. Nominations can be made by any staff or faculty member of COSAM and should be submitted electronically at [www.auburn.edu/cosam/lilly-lovelace](http://www.auburn.edu/cosam/lilly-lovelace). The nomination should consist of a letter (not to exceed three pages) from the nominator that outlines the nominee's accomplishments/performance. Facets of job performance that should be addressed in the letter of nomination include: (1) collegiality and cooperation (i.e. teamwork); (2) productivity and efficiency (e.g. overall competence, efforts to enhance quality, streamline tasks, reduce costs, etc.) and (3) professionalism (tact, competence and credibility in interactions with stakeholders on and off campus, etc.).

### Selection Process

The recipient of the Lilly-Lovelace Award will be named by the COSAM Dean after consultation with selection committee consisting of the College's Associate Deans. Eventually previous award recipients may be serve on the selection committee at the discretion of the Dean.

### Award and Presentation

Recipients will collect a \$500 award and a gift commemorating their selection (i.e. a trophy or plaque) as the Lilly-Lovelace Awardee at the annual COSAM staff appreciation luncheon or comparable reception during the fall semester of each year.

This award is named in honor of two former COSAM staff members: Eva Lilly and Jan Lovelace. Ms. Lilly provided 42 years of selfless service to Auburn University, virtually all of that time devoted to a single department (what is now Geoscience). Ms. Lovelace provided thirteen years of exemplary service as the Executive Support Assistant to three COSAM deans. Both exemplify the qualities upon which awardee selection will be based.