



# 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>
Division of University Outreach - Office of the VP for University Outreach
<b>2.) Name and Contact Information for Award Program</b>
Ralph Foster, Assistant VP for University Outreach and Public Service, fosters@auburn.edu
<b>3.) Name of Award Program</b>
Auburn University Award for Excellence in Faculty Outreach
<b>4.) State the Business Purpose</b> <i>What is the primary benefit to the University and its mission?</i>
This award is part of the University's long-standing Faculty Awards Program which recognize faculty for their achievements in Auburn's land-grant missions of instruction, research and outreach. Since 2004, the Award for Excellence for Faculty Outreach has been Auburn's highest recognition for faculty community engagement and outreach scholarship.
<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>
The Award for Excellence in Faculty Outreach honors the engagement of exemplary faculty members and demonstrates the tremendous impact Outreach has on our community, state, nation, and beyond. The Award recognizes annually one Auburn faculty member for distinguished outreach contributions which exceed expectations for the person's career stage and job responsibilities.
<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>

The Award highlights extraordinary contributions of Auburn faculty to society through the university's outreach mission, and promotes engaged scholarship across the discipline, thus fulfilling Auburn's land-grant purpose in improving the quality of life for all citizens. Selection criteria considers activities based upon the University Faculty Handbook (Chapter 3) definition of outreach as "the function of applying academic expertise to the direct benefit of external audiences in support of university and unit missions." Specific criteria include extent of direct engagement within a community, specified needs addressed, mission compatibility, scholarship generated, and impact

### **7.) Identify Award Eligibility Criteria**

*Who will be eligible to participate? How frequently can an employee win the award? Any exclusions to eligibility?*

All full-time Auburn faculty including tenured, tenure-track, non-tenure track, clinical faculty, and those with administrative or extension appointments are eligible. Nominees should have distinguished careers in which outreach plays an integral part. Recipients are eligible for future nominations, though may not receive consecutive awards.

### **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*

Once each year, a recipient of the Award for Excellence in Faculty Outreach is selected as part of the University's Faculty Awards Program. The recipient receives a \$5,000 honorarium. The award will be presented to that one individual at the University's annual Faculty Awards ceremony which is coordinated with the Provost's office. The recipient will receive a recognition item to be determined by the Faculty Awards Committee for that year.

Auburn University Award for Excellence in Faculty Outreach: Award \$5,000: 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.)*

There is an online nomination form. Any individual may submit a nomination for an eligible faculty member, though it must be supported in writing by the representative dean and/or department head. Nominators must provide information and commentary describing the individual's outreach achievements, specifically addressing mission compatibility, scholarship, and impact of the outreach performed. This information is required to be submitted in a document limited to 5 pages, plus nominee's vita, and relevant letter(s) of support. The nomination package is submitted through the on-line format prescribed in the call for nominations. A three-person peer faculty committee reviews the nominations received against the award criteria. Leading candidates are judged for the most comprehensive and mission-compatible record balancing outreach with research and teaching assignments, producing the highest quality of applicable, integrated scholarship which has demonstrable impact on both clients and the discipline. Leading candidates are exemplars of faculty engagement and ideally strong advocates of outreach scholarship to their peers. Committee members rank their preferences among the nominees based on their judgement of how each conform to the criteria in comparison to others. Members report these preferences to the committee chair who ranks them in line with the cumulative order of preferences. The whole committee meets to discuss a final order of preference and recommendation of the top two preferred nominees (unranked) for consideration by the Vice President, who makes the final selection.

**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.)*

This is a university-wide award; it is communicated centrally through the VP's office in coordination with the central Faculty Award program in the Provost's office. The call for nominations is coordinated through the Provost's office with OCM. Recipients are announced through a university-wide release along with the other University Faculty Awards.

**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?*

Each succeeding award review committee critiques the award process and results and offers recommendations for improvement of process or procedure to the award chair. The award process is also reviewed in coordination with the other Faculty Awards by the University Faculty Awards committee in the Provost Office as part of their oversight of all faculty recognitions each year.

**12.) Funding Source**

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

Funding is provided through the Office of the VP for University Outreach.

**Budget Officer Approval**

Signature: Elizabeth Hausler Date: 10/12/18

**Department/Unit Head Approval**

Signature: Frank Cook Date: 10/12/18

**Employee Award Committee Approval**

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

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

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

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

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