1. PURPOSE/INTRODUCTION

The NC State University Awards for Excellence is the most prestigious honor bestowed upon non-faculty employees.

The NC State Awards for Excellence commence each year when all colleges and business units across campus select employees to be recognized as Awards for Excellence recipients. In addition to receiving eight hours of paid time off and a $250 cash-award from the respective college or business unit, recipients are also honored at the NC State University Awards for Excellence ceremony, where twelve individuals receive special distinction as recipients of the NC State University Awards for Excellence.

The twelve recipients of the NC State University Awards for Excellence receive an additional eight hours of paid time off, a cash-award for $1,000, and an engraved award plaque. The NC State University Awards for Excellence recipients are also submitted for consideration for the Governor’s Awards for Excellence, which is the highest honor awarded to a State of North Carolina employee.

2. DEFINITIONS


AWE Program Guide – The guide to all current year program details sent by University HR Benefits to the College Coordinator.

EA – Executive Assistant to the Dean

College Coordinator – Person who coordinates the program for the college working along with the Awards for Excellence committee. Current college coordinator is the Executive Assistant to the Dean.

Awards for Excellence Binder – Contains historical and reference information and is located in the Sciences EA office.

AWE Package – Excel tracking workbook located in the Sciences EA folder on the Sciences shared drive within the Awards folder to track and document current year information.

AWE Committee Roster – A list of departmental representatives to include the Dean’s office. One EHRA and one SHRA representative from each department, if possible, that will serve a 2-year term. Prior year finalists will serve on the committee for a 2-year term replacing current departmental representatives.

Doodle Poll – Online software program to help identify meeting dates and times for AWE committee. https://doodle.com/polling-tool

Chairperson – AWE committee member elected during first committee meeting to coordinate the college program details with departmental representatives and college coordinator.

Tasks – Action items to be completed to coordinate program and execute awards ceremony and reception.

Dean’s Memo – Memo from the prior year that is edited with current year date and program information. Dean will review and sign the memo to be distributed college wide by the College Coordinator.

3. Procedural Steps
3.1 – College Coordinator receives e-mail from HR Benefits office with program details.
3.2 – College Coordinator will duplicate the AWE package, update year on header on Committee Roster, clear out members who served 2nd year. Clear out all other information from prior year to begin current program year.
3.3 – College coordinator will send out e-mail to Department Heads and their support person to replace committee members that will rotate off.
3.4 - College coordinator will contact the committee members using Doodle Poll to select a meeting date to discuss the program details, select a chairperson, college program dates, reception date, select tasks, edit Dean’s memo and answer questions. College Coordinator will attend at the beginning of meeting to kick off the meeting and answer questions.
3.5 - College coordinator will update Dean’s memo after receiving it from the AWE committee chair and secure Dean’s signature.
3.6 - College coordinator creates e-mail with the Dean’s memo attached calling for nominations and distribute to all departments and centers for distribution (example in AWE Binder in the EA’s office).
3.7 - AWE committee begins execution of selected duties.
3.8 - College Coordinator contacts Director of Marketing and Communications to update slide for college billboard and sends University HR Benefits contact an invitation to the Sciences awards ceremony.
3.9 - College coordinator will receive nominations from the University during the program dates as an e-mail and will save e-mails until program ends and verifies eligibility. Coordinator notifies nominator if nominee is ineligible. Nominee information is entered into AWE package under Nominee Tracker tab.
3.10 - College Coordinator will send out periodic e-mail reminder calling for nominations.
3.11 - College Coordinator will contact Assistant Dean in Sciences HR office and then the nominee’s Supervisor for clearance. Nominee is then contacted to see if they accept nomination, if they will attend ceremony and how their name should appear on the certificate. Enter all information in to the Nominee Tracker tab.
3.12 - If a committee member is nominated, they can recuse themselves from the committee and accept nomination. Department Head is contacted to replace representative.
3.13 - College Coordinator contacts the University at the end of the college program date to end nominations.
3.14 - After verifying eligibility of all nominations, College Coordinator creates and sends letters to all nominees from the Dean. Copies of prior year letters are in the Sciences EA folder on the shared drive and in the AWE binder.
3.15 - College Coordinator will copy the Nominee’s name, department, position and nomination into a Word document creating two sections, SHRA and EHRA. Create one PDF to distribute by e-mail to the AWE committee before their meeting to vote for finalist based on University program details.
3.16 - After committee vote, finalists’ names are given to College Coordinator to enter into the University system, link sent by email from the University HR Benefits office after the awards ceremony.
3.17 - Finalist information is given to Sciences HR office to create a memo to send to the Sciences Business Office to enter a check request and Sciences HR will enter leave hours specified within the University program guide. College HR, coordinator and committee ensures finalists do not know before the awards ceremony.
3.18 - Copy of the nomination PDF is sent to the Director of Marketing and Communications to create a script for the Dean to read during the awards ceremony. The Dean is unaware of the finalists until he is handed an envelope to present and announce the EHRA and SHRA finalist at the end of the award ceremony.