

<b>DO.01.00</b>	<b>Pride of the Wolfpack Award</b>
Owner/Contact Information:	College Coordinator: Dean’s Executive Assistant, 5-2501
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Related Policies:	<a href="https://benefits.hr.ncsu.edu/awards/pride-of-the-wolfpack-award/">https://benefits.hr.ncsu.edu/awards/pride-of-the-wolfpack-award/</a>

**1. PURPOSE/INTRODUCTION**

The Pride of the Wolfpack Award recognizes individual employees for a special or unique contribution to their college, business unit, or NC State University.

Through the generous sponsorship of the NC State Bookstore, recipients will receive a framed certificate and lapel pin.

**2. DEFINITIONS**

**Program Guide** – University overview, eligibility, nomination and selection, awards and program administration information.

**Spot Award** – Award that recognizes employees for a special or unique contribution to their college, business unit, or NC State University.

**Nominations** – Information entered by a nominator to describe the unique contributions of an individual to be considered for this award.

**College Coordinator** – Person designated for the implementation and completion of award program. College of Sciences has selected the Executive Assistant to the Dean.

**Cabinet** – A group of College of Sciences leaders within the college that the Dean has selected and meets weekly.

**EA** – Dean’s Executive Assistant

**Sciences EA Folder** – Folder located within the COSDEAN Shared Folder.

**Awards Folder** – Copies and templates of prior year award programs within the Sciences EA Folder.

**3. Procedural Steps**

- 3.1 - University HR Benefits sends out e-mail with program information along with the Program Guide for current fiscal year to college coordinator.
- 3.2 - College Coordinator creates an e-mail with program and eligibility information, number of college awards to be given, nomination instructions, a college deadline to fall before a cabinet meeting prior to the University deadline for submission and sends to departments centers and cosdeansoffice listserv for distribution.
- 3.3 - Nominations are entered by eligible nominators online through the link provided and will automatically be sent to the e-mail of the college coordinator.
- 3.4 - Periodic reminder e-mails to be sent by the college coordinator to departments, centers and cosdeansoffice listserv for distribution.
- 3.5 - Periodically and before the scheduled cabinet meeting, the college coordinator will check eligibility of nominations and contact nominator if submission is not eligible.

## College of Sciences

- 3.6 - After the college deadline, using the template located in the Awards folder, the college coordinator creates a spreadsheet that lists the date the nomination was received, nominee, department, position, nominator's name and position as well as print all nominations.
- 3.7 - After the college deadline, the spreadsheet along with nominations are scanned and e-mailed to cabinet members to review and select winners during their cabinet meeting.
- 3.8 - College coordinator receives the names of the winners from the cabinet meeting and requests their employee ID#'s from Sciences HR.
- 3.9 - College coordinator enters the winner's information online through the link that was e-mailed from University HR benefits.
- 3.10 - College coordinator creates a winner letter and a regret letter merge from the template in the Sciences EA folder for each nominee located in the Sciences EA folder.
- 3.11 - University bookstore delivers certificates and lapel pins to college coordinator.
- 3.12 - College coordinator ensures certificates are in the frame correctly and places letters with awards.
- 3.13 - College coordinator contacts departments to pick up awards and the department head, center director or Dean will deliver award to winners as well as to congratulate those that were nominated but not selected on their accomplishment.
- 3.14 - College coordinator creates and sends out an e-mail announcing the nominees and winners to the departments, centers and cosdeansoffice listserv for distribution.
- 3.15 - College coordinator places paper copies of all program information in files after the completion of the program.
- 3.16 - Winner certificates are to be scanned and sent the Sciences HR office for personnel files.