

DO.02.01	Awards for Excellence
Owner/Contact Information:	College Coordinator: Dean’s Executive Assistant, 5-2501
Effective Date:	July 18, 2017
Last Revised/Reviewed:	April 1, 2022
Related Policies:	Awards for Excellence Nomination Form Benefits and Leave Administration: Awards for Excellence COS Awards for Excellence Task List template Staff Awards Shared Drive

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 individuals receive special distinction as recipients of the NC State University Awards for Excellence.

The 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.

Taxation Requirements – Prizes and Awards Memo – A memo is prepared for each recipient by the Office of Finance and Business Management (Advancement) using an approved template to request the \$250 award to winners. The memo and the voucher requests are prepared at least two weeks in advance of the Awards Ceremony. To comply with the IRS code, the university will include the amount of the award (\$250) in the recipient's W-2 Form as taxable income in the calendar year in which payment is received.

2. DEFINITIONS

Advancement - Advancement Office for the College of Sciences

AWE – Awards for Excellence, the most prestigious honor bestowed upon non-faculty employees.

AWE Binder – Contains historical and reference information and is located in the Sciences EA office.

AWE Committee Roster – The AWE Committee is a group of individuals, committed volunteers, consisting of one EHRA and one SHRA representative from each department, if applicable. Committee members each serve a two-year term. Prior year finalists will serve on the committee for a two-year term replacing current departmental representatives.

AWE Package – Tracking workbook located in the Google Shared Drive folder within the [Staff Awards folder](#) to track and document current year information. This package contains confidential information for the sole use of the college coordinator to coordinate the program and nominations. The College Coordinator will share templates and documents as needed.

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

College Coordinator – Person who coordinates the program as a liaison between Awards for Excellence committee and University Benefits.

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

COS HR - College of Sciences Human Resources

Dean's Memo – Memo from the prior year that is edited with current year date and program information. This is a memo that calls to the College for nominations. The Dean will review and sign the memo to be distributed college wide by the College Coordinator.

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

EA – Executive Assistant to the Dean

Excellence Criteria - Customer Service, Efficiency and Innovation, Human Relations, Outstanding State Government Service, Public Service, Safety and Heroism, Spirit of North Carolina. Definitions are provided here: [Awards for Excellence Website](#)

Recipient - Person receiving the award, the award winner, one for SHRA and one for EHRA

Task List – Action items to be completed to coordinate the program and successfully execute the awards ceremony and reception.

3. Procedural Steps

3.1. The Awards for Excellence procedures and timeline is set by [OSHR Governor's Awards for Excellence Policy](#). The timeline proposed here is initiated and driven by deadlines set by OSHR and provided to the College by University HR Benefits. The timeline below is intended to show a timeline of the calendar of events, but the dates may change based on the timeline provided by University Benefits for that year. A sample timeline and list of events and tasks is as follows:

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3.1.1. January:

3.1.1.a. College coordinator copies the prior AWE package and templates and removes the prior year's nominee and task list information and updates the dates into a current year's folder.

3.1.1.b. College Coordinator reviews the prior year AWE Committee Roster. Each committee member serves a two-year term on the committee. The College Coordinator determines the members rotating off the committee and the resulting vacant spots. Prior year recipients will then fill their respective departmental vacant spots to serve on the committee for a two-year term.

3.1.1.c. If there are remaining vacant spots, the College Coordinator will send out an email to Department Heads or Unit Lead and their support person to replace vacant spots.

3.1.2. Late January/Early February:

3.1.2.a. The College Coordinator receives an email from the HR Benefits office with the program details.

3.1.1.b. College coordinator will contact the committee members using a Doodle Poll to select an initial meeting date to be scheduled after the program details are received.

3.1.1.c. The College Coordinator will attend at the beginning of the first meeting to kick off the meeting and answer questions. The committee will discuss the program details, select a chairperson, set next meeting dates, select tasks, edit the Dean's memo, if needed, and answer questions.

3.1.2.d. The College Coordinator creates an email to announce requests for nominees, including the Dean's memo as an attachment. This email is distributed to all faculty and staff of the College. The email template is: "Nominations are currently being accepted for the YYYY Awards for Excellence program. Please review the attached memo for details and deadlines. Also, keep in mind that college and university level winners are selected based on the nomination submitted only. Please make sure the nominations have strong content so that the outstanding contributions are highlighted."

3.1.2.e. AWE Committee supports the call by notifying their associated departments with requests for nominations.

3.1.2.f. Nominators will use the [Nomination Form](#) to submit their requests during a period designated by University HR, typically February - March.

3.1.3. February/March:

3.1.3.a. Dean's EA reserves one hour on the Dean's schedule for the Sciences Awards Ceremony to be held before the University deadline (typically March).

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3.1.3.b. The College Coordinator contacts the Director of Marketing and Communications to update slides for college billboards and announcements with the ceremony information.

3.1.3.c. The College Coordinator sends University HR Benefits an invitation to the Sciences Awards Ceremony.

3.1.3.d. College Coordinator will receive nominations from University HR Benefits during the program period and will review nominations until the program ends.

3.1.3.e. The College Coordinator will coordinate with the Assistant Dean for HR to verify eligibility of each nominee.

- If eligible, the College Coordinator will contact the nominee's supervisor and department head or unit lead for approval. "All NC State University Awards for Excellence nominations require the approval of the nominee's supervisor. Should a nomination not be approved by the nominee's supervisor, UHR Benefits must be notified and justification for the denied nomination provided. Nominees will be disqualified in the event of any active or pending disciplinary actions or in the event of documented disciplinary actions within the preceding 18 months".
- If the department head or unit lead approves, the College Coordinator will then contact the nominee to (1) confirm if they accept their nomination, (2) if they will attend the ceremony (virtually or in-person as determined annually by the Dean) and (3) how their name should appear on the certificate. Enter all information into the Nominee Tracker tab.
- If ineligible, the College Coordinator will notify the nominator that the nominee is ineligible.

3.1.3.f. If a committee member is nominated, they must recuse themselves from the committee if they accept the nomination. The College Coordinator will contact the Department Head or Unit Lead to replace the representative, if needed.

3.1.3.g. College Coordinator enters nominee information into AWE package under Nominee Tracker tab.

3.1.3.h. Throughout the nomination period, the College Coordinator will send out periodic email reminders calling for nominations.

3.1.4. End of the Nomination Window (typically February - March):

3.1.4.a. After verifying eligibility of all nominations, the College Coordinator creates and sends letters to all nominees from the Dean. Copies of prior year letters are in the shared drive in the Staff Awards folder.

3.1.4.b. The College Coordinator will copy the Nominee's name, category and nomination into a document creating two documents one for SHRA and one for EHRA, creating one PDF for each employee category and forwarding the PDF to the Committee. A copy is emailed separately to the Director of Marketing and Communications to create the script for the Dean for the awards ceremony.

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3.1.4.c. The committee reviews nominations prior to the committee meeting to vote on the SHRA and EHRA recipients. The Committee is responsible for reviewing the nominations based on [excellence criteria](#).

3.1.4.d. One SHRA winner & one EHRA winner are selected by the committee.

3.1.5. After the selection of recipients

3.1.5.a. The College Coordinator sends an email to announce nominees to the College & remind the College of the awards ceremony. The email template is: *“Please join us in honoring the XXXX College of Sciences EHRA and SHRA Award for Excellence nominees at a ceremony on DATE, at TIME on Zoom (Link)/Location. We hope you take this time to watch and hear the incredible contributions that our colleagues have done over the last year. Congratulations to the following: ...”*

3.1.5.b. The AWE Committee Chairperson provides the names of the recipients to the College Coordinator. The College Coordinator provides the names of the recipients to:

- University HR Benefits system via the UHR Benefits online form provided directly to the College Coordinator. Contact the Director of Marketing and Communications for the 130 word nomination if the script has not been received. University HR will enter the leave hours awarded to the finalist.
- Advancement to initiate payment of the award and create a memo for payment processing. Advancement will request the payment with a note of the ceremony date so that accounts payable can coordinate payment closest to the date after the ceremony (month-end pay cycle). Advancement provides a copy of the memo to the College Coordinator. A system-generated university payment notification via email will be sent to the recipient after the payroll cycle is complete.

3.1.5.c. It is important the finalist names are kept confidential to the Dean and everyone else besides those listed above in 3.1.5.b. The Dean will be notified of the finalists when handed an envelope (if in person) or script (if virtual) to present and announce the EHRA and SHRA finalists at the end of the award ceremony.

3.1.5.d. At the Awards Ceremony, recipients will receive a plaque and tax memo from Advancement. All nominees receive a framed certificate and copy of their nomination.

4. Revision Table

Revision #	Summary of Changes	Date
DO.02.00	Original Version	7/18/2017
DO.02.01	Clarified Processes and Information	7/20/2021
DO.02.02	Clarified Processes and Information	2/10/2022

DO.02.02	Created shared Google Drive and added link for Staff Awards Shared Drive	2/21/2022
DO.02.02	Created Task List template and added link	3/1/2022
DO.02.02	Replaced OFBM with Advancement	3/22/2022

