RESEARCH MISSION EMPLOYEE REWARD AND RECOGNITION PROGRAM

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PURPOSE
A Research Mission Employee Reward and Recognition program to recognize exemplary work performance and achievement by faculty and staff who are dedicated to research. This policy outlines the process of nomination, selection, and award.

ELIGIBILITY
The reward and recognition program is intended for individual employees, groups of employees, employee work-units, or departments who are involved in the conduct of research. An employee, from any COM/HMC department, may nominate the selected individual(s). Multiple nominations may be submitted; however, the selected awardees will be recognized only once during the fiscal year. Note: No self-nominations will be accepted.

Due to financial aid considerations, full-time graduate students and postdoctoral fellows are not eligible for Employee Reward and Recognition Programs.

CRITERIA
Criteria for nominees must include the following:
- Commitment to service and to serving the needs of the College of Medicine staff and faculty
- Dedicated to the continuation, enhancement and success of research
- Sustain high level of productivity and consistent quality of work
- Demonstrate high degree of initiative and leadership in the performance of responsibilities
- Maintain, demonstrate, and exhibit effective communication with others

NOMINATION FORM
All sections of the form must be completed in order to qualify. Nomination forms must be submitted before the 23rd of each month. The forms must be dropped off in the designated employee recognition box located in Office of Vice Dean for Research & Graduate Studies, Room C1603 or sent interoffice mail to Research Mission Employee Nominations, Mail Code H175.

SELECTION PROCESS
On the 26th of each month, the Research Mission Associate Deans will review all nominations and select a Research Mission Employee of the Month. In addition, at fiscal year-end, all monthly-recognized individuals will be eligible for the Research Mission Employee of the Year award. The Research Mission Team, at the last meeting in June, will review and select from the same nomination forms submitted for the monthly-recognized individuals.
RECOGNITION & AWARDS
The Research Mission Employee of the Month will receive the following:
  • Lapel Pin
  • $25 Gift Certificate*
  • Picture and recognition in the Innominate Newsletter

The Research Mission Employee of the Year will receive the following:
  • Plaque/Desk Ornament
  • $100 Gift Certificate*
  • Picture and recognition in the Innominate Newsletter

* Vice Dean for Research will make funds available for recipient’s department to acquire gift certificate

AWARD PRESENTATION CEREMONY
Employee of the Month
The Research Mission Leaders will honor the selected employee and present the award at the Research Mission meeting.

Employee of the Year
The Office of Vice Dean for Research and Graduate Studies will hold an annual fiscal year-end picnic honoring all the Research Mission faculty and staff. At the picnic, Research Mission employees will receive some form of acknowledgement, valued at $10 or less, for their efforts. In addition, the Research Mission Employee of the Year will be announced at the picnic.

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