



TSUS Regents' Staff Excellence Award Guidelines and Criteria

PURPOSE: The purpose of the TSUS Regents' Staff Excellence Award is to recognize and reward employees of TSUS component institutions for outstanding contributions to the institution's mission.

AWARD: Winners of the Regents' Staff Excellence Award will receive:

- The designation of Texas State University System Regents' Staff Excellence Award Recipient, a title they will maintain during the duration of their service within TSUS.
- A \$3,000 award, a framed Board of Regents resolution, and a commemorative medallion bearing the seal of the System.
- Formal recognition at a regular meeting of the Board of Regents.

ELIGIBILITY: Nominees for the Regents' Staff Excellence Award:

- Must have been employed at a TSUS component institution for a minimum of five years in an administrative, maintenance or law enforcement position;
- Must not have previously won the award, and
- Must not be a member of the executive leadership of a component institution.

SELECTION PROCESS: The Selection Committee will select a maximum of three nominees to present to the Chancellor. The Chancellor will then select the award recipient from those three nominees. The Selection Committee will consist of three previous recipients of the award. Until that number of recipients is established, the Selection Committee will consist of the TSUS Foundation Executive Director and the Vice Chancellor for Academic Affairs.

SELECTION CRITERIA: Annually, each institution president will be invited to submit one nominee for the award to the TSUS Foundation Executive Director. The deadline for nominations each year is May 1. The nomination packet will consist of a recommendation letter from the president, along with two supporting letters. Criteria for selection will include commitment to the institution and its mission, job competency, collegiality, length of service, community involvement, and exceptional achievement.

Recipients will be selected no later than the November Board of Regents meeting each year and will be recognized by the Board of Regents at its February meeting the following year.

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***Nomination packets due by 5 pm Friday, March 30, 2018:***

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