“Partners in Progress” Initiative

“Tradition of Excellence”
(Tips for Writing an Effective Award Nomination)
Agenda

• “Tradition of Excellence” Award Description

• “Tradition of Excellence” Awards Categories

• “Tradition of Excellence” Awards Eligibility

• “Tradition of Excellence” Nomination Materials

• Tips for writing an Effective Award Nomination
Awardees are those who have made distinguished contributions to Texas A&M University through their dedication, initiative, outstanding achievements, enthusiasm, and attitude in their work.
Tradition of Excellence Staff Awards

2016 Tradition of Excellence Recipients Named

Watch Video of 2016 Awards Ceremony

Award Guidelines

The Academic Affairs Tradition of Excellence Staff Awards program was established in 1997 through the generous support of The Association of Former Students to recognize and reward superior service in the Division of Academic Affairs. Award winners are those who have made distinguished contributions to Texas A&M University through their dedication, initiative, outstanding achievements, enthusiasm, and attitude in their work. Awards are made annually and include cash gifts and other recognition. Candidates may self-nominate or be nominated by individuals or groups within The University or Texas A&M University System.

Award Categories:

- Fifteen total awards will be given with one Team and fourteen (14) individual awards. The individual awards will consist of 12 general awards with at least 2 dedicated for support staff and one additional special recognition award, one for Leadership and one for Advancing Diversity and Inclusion.

- The specific names of the awards will be:
  - “Tradition of Excellence Staff Award” for individual awards
  - “Tradition of Excellence Team Award”
  - “Tradition of Leadership Excellence Staff Award”
  - “Tradition of Advancing Excellence in Diversity and Inclusion Award”

Eligibility:

- With the exception of those applying for a team award, nominees must be staff who are employed at least 50 percent time and have a minimum of two years of service within the Division of Academic Affairs. For Team Award nominees, at least 75 percent of team members should be currently employed with the Division of Academic Affairs and have a minimum of two years of service with Texas A&M University.

- Employees with job designations of director or its variants (assistant director, associate director, etc.) and below are eligible to be nominated for all Tradition of Excellence Awards.

- Employees that support units/departments with administrative functions (i.e., administrative assistant, administrative coordinator, business associate, customer service associate, etc.) shall be eligible for the dedicated Support Staff award.

- Tradition of Excellence Award recipients are eligible to be nominated for the award five

Nomination Materials:

Nomination packets must include the completed nomination form and a Statement of Qualifications (three pages or less) that describes why the nominee should be considered for this award. A resume is not sufficient. Please comment on each of the criteria and any other contributions you may wish to address. Include specific examples of activities and service.

- Any nomination submitted will be considered for any of the awards for which an individual is eligible. Selection for the Leadership and Diversity and Inclusion awards will be made at the discretion of the committee based on the quality of the nominations.

- In addition, the nomination packet may include no more than two, one-page letters of endorsement/support for the nominee. Individuals submitting recommendations should be knowledgeable of the nominee’s contributions to Texas A&M University and indicate their association with the candidate.

List of Units within Academic Affairs

Individual Nomination Form

Team Nomination Form

List of Winners 1997 - 2015
AABS: Your Partner in Progress!

“Tradition of Excellence” Awards Categories

Up to 15 Awards!

Team
Leadership Excellence
Advancing Diversity and Inclusion
Staff Excellence (12)

1 Team Award
14 Individual Awards

Teams will receive $600 to be divided up equally.
Individual winners will receive $600 each.

2 Will be Support Staff
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Individual Nomination Form
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List of Winners 1997 - 2015
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Employees with job designations of director or its variants (assistant director, associate director, etc.) and below are eligible to be nominated for all Tradition of Excellence Awards.

- Employees that support units/departments with administrative functions (i.e., Administrative Assistant, Administrative Coordinator, Business Associate, Customer Service Associate, etc.) shall be eligible for the dedicated Support Staff awards.

Tradition of Excellence Award recipients are eligible to be nominated for the award five years after receiving a previous Tradition of Excellence Award.

Personnel holding faculty designation are not eligible for nomination.
Nomination Materials

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2016 Tradition of Excellence Recipients Named

Award Guidelines
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- Tradition of Excellence Award recipients are eligible to be nominated for the award five years after they received it.

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Individual Nomination Form
Team Nomination Form
List of Winners 1997 - 2015
Nomination packets must include the completed nomination form.

"Tradition of Excellence" Nomination Materials

Nomination packets must include the completed nomination form.
“Tradition of Excellence” Nomination Materials

Individual Nomination Form

POC: Bill McGlothlin, email: wmcglothlin@tamu.edu
**Nomination Materials**

- Nomination packets must include a Statement of Qualifications (three pages or less) that describes why the nominee should be considered for this award.
- A resume is **not** sufficient.
- Please comment on each of the **criteria** and any other contributions you may wish to address. Include specific examples of activities and service.

**Criteria:**

In assigning a score for each nominee, please consider specific examples of the following criteria as well as other contributions.

1. **Commitment to Job Excellence.** Demonstrates performance and commitment to the job that is consistently outstanding and frequently outside the normal scope of prescribed duties.

2. **Leadership.** Exhibits leadership qualities within the context of his/her position responsibilities. Effectively makes decisions and uses resources wisely. Exhibits other demonstrated skills that exceed work expectations.

3. **Innovation and Initiative.** Shows independent action and resourcefulness. Encourages new ideas and creativity. Facilitates, supports, and/or leads continuous improvement initiatives.

4. **Support for Quality of Worklife.** Creates a supportive work environment by encouraging professional development, team work, appropriate delegation, problem-solving, and opportunities for others. Encourages co-workers and customers to contribute to discussion and decision making.

5. **Collaboration.** Effectively collaborates within and/or across workgroups, offices, departments, divisions, and/or system members, within the context of his/her position responsibilities.

6. **Diversity and Inclusion.** Demonstrates commitment to diversity initiatives within the division that strive to create a more inclusive environment for staff, students, and faculty at Texas A&M University.

**Scoring:**

Each nominee may receive a total of 30 points, 5 points for each of 6 criteria. The scale runs from 0 (poor) to 5 (excellent); so, a perfect score would be 30. Please record the ratings for each nominee on the attached matrix. Be sure to record the point total in the column at the far right of the matrix. **Do not use fractions.**
Any nomination submitted will be considered for any of the awards for which an individual is eligible. Selection for the Leadership and Diversity and Inclusion awards will be made at the discretion of the committee based on the quality of the nominations.

In addition, the nomination packet may include no more than two, one-page letters of endorsement/support for the nominee. Individuals submitting recommendations should be knowledgeable of the nominee’s contributions to Texas A&M University and indicate their association with the candidate.
The Statement of Qualification and Letters of Recommendation should be **CLEAR** and easy to read.

Include a brief description of your nominee’s typical **job duties**. Tell the selection committee how the nominee goes above and beyond their normal duties.

List **community service** or Texas A&M **volunteer programs** where they are involved.
The selection committee is relying on your words and examples to “see” your nominee's attributes and contributions.
The people on the selection committee may not know anything about your nominee’s job, so detailed information is key!
Give **specific examples**, use descriptive language and then give a **situation or example** that shows why the individual or team should win the award.
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TIPS

- Share examples of how your nominee serve as a role model and/or mentor for others.
- Give several examples to show patterns of professional development over time.
- List detailed accomplishments and your nominee’s impact on the University.
Describe how your nominee(s) work performance demonstrates commitment to the Texas A&M core values:

- Excellence
- Integrity
- Leadership
- Loyalty
- Respect
- Selfless service
Weak vs Strong Example

Weak: “She always celebrates diversity.”

Strong: “She is responsible for organizing the school's first multicultural training, an annual Cinco de Mayo celebration and organized assemblies featuring speakers of different cultural backgrounds.”
Avoid sweeping generalities;

(i.e. “He’s a hard worker,” or “She goes above and beyond her job duties”.)

Make every sentence count!

Successful nominations have enough details to make the case for the nominee’s achievement.
Proofread!

- Grammatical errors, typos, and misspellllled words detract from the quality of the nomination. 
  oops!

- Have someone review your packet before you submit it, they may find errors or give feedback on how to make it better.
These tips cannot guarantee your nominee will be selected, but they can help the selection committee choose the best nominees.
Call for Nominations will be issued February 23rd!

Submission Deadline is Friday, March 24th.

Call or E-mail me anytime with Questions!

wmcglothlin@tamu.edu

(979)-209-4864
AABS: Your Partner in Progress!
The next “Partners in Progress” monthly Customer Forum is 17 FEB!

_The subject of February’s forum is_

**Say Hello to Workday!**

**Guest Speaker:**

**Brandy Kosh**  
Executive Director  
Division of Academic Affairs, Business Services | Texas A&M University

Friday, February 17\(^{th}\), 2017  
08:30-09:00 (Meet the AABS Team/Social Hour)  
09:00-10:30 (Guest Speaker)  
GSC Room 101 A

Click here to RSVP: [https://it-tlf.tamu.edu/Forms/Partners-in-Progress-RSVP](https://it-tlf.tamu.edu/Forms/Partners-in-Progress-RSVP)

*Refreshments will be provided!*
Door Prize!!!!!!