President’s Meritorious Service Awards 2015-16

Award Nomination Criteria & Eligibility

**Individual nominees:**
- must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, Texas A&M University School of Law, and Texas A&M Health Science Center or an employee of SSC/Chartwells. Persons holding faculty rank are not eligible;
- must be below the level of department or unit head, director, or related titles;
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination¹;
- must have a minimum of two years of service; and
- must not be a past recipient. (see list at employees.tamu.edu/pmsa)

**Team nominees must have each individual member:**
- must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, Texas A&M University School of Law, Texas A&M Health Science Center or an employee of SSC/Chartwells. Persons holding faculty rank are not eligible;
- must be below the level of department or unit head, director, or related titles;
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination¹; and
- majority of team members must have a minimum of two years of service.

**How to nominate:**
- any member of the Aggie Community is welcome to make nominations;
- submit an online nomination at employees.tamu.edu/pmsa;
- submit nominations by Monday, November 30, 2015.

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¹In order to be eligible for nomination the employee must have 50% or more of their salary funded by Texas A&M University. To verify eligibility of a potential nominee whose position includes non-Texas A&M University funding, please call (979) 845-7995.
Nomination Tips

By giving detailed examples about your nominee, you can help the selection committee better understand why your nominee should receive the President’s Meritorious Service Award.

- Give specific examples to reinforce what you are saying.
- Share examples of how he/she serves as a role model and/or mentor for others.
- Give several examples to show patterns of professional development over time.
- Detail accomplishments and his/her impact.
- Describe how their work performance demonstrates commitment to the Texas A&M University Core Values of excellence, integrity, leadership, loyalty, respect and selfless service (tamu.edu/about/coreValues.html).
- Consider how they have taken their position and made an impact, for the university, the volunteers, and/or the community.

Give specific examples – use descriptive language and then give a situation or example that shows why the individual or team should win the award. More details are much better than less details:

😊 Strong Example:
“Mary 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.”

😊 Weak Example:
“Mary always celebrates diversity.”

😊 Strong Example:
“Quan realized some of our monthly reports were being prepared manually, he took it upon himself to automate the process. Quan even went as far as to train our team on Microsoft Access—with specific emphasis on how to apply the tools and techniques to our needs. He put together a terrific training session with handouts and notes that we continue to use as reference materials.”

😊 Weak Example:
“Quan is a true team player. He always comes to work with a smile on his face.”

Other Tips

- Include a minimum of 1 letter of support and a maximum of 3 letters, or have one letter signed by several people.
- Include a brief description of their typical job duties, so the committee can see how they go above and beyond their normal duties.
- List community service or Texas A&M University volunteer programs they are involved in.
- Have someone review your packet before you submit it, they may find errors or give feedback on how to make it better.
- For more tips view the presentation: Writing an Effective Award Nomination (linked at employees.tamu.edu/pmsa).

NOTE: These tips cannot guarantee your nominee will be selected, but they can help the committee select the best nominees for the award.

Go to employees.tamu.edu/pmsa to nominate an individual or team. Questions may be referred to Human Resources at empirecognition@tamu.edu or (979) 845-7995.