

### **PMSA Nomination Criteria, Eligibility, and Nomination Process & Tips for 2024**

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#### Award Nomination Criteria and Eligibility

##### **New Employee Award:** Two awards available

- The New Employee Award recognizes an employee with one to two years (12-24 months) of continuous service as a staff member. This employee is energetically engaged in their new position and provides exceptional effort in assigned role.
- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, or Texas A&M Health
- Persons whose primary position (as identified in Workday) is faculty or student employee are **not** eligible
- Title must be below the level of department or unit head; examples: associate director and below are eligible; director and above are ineligible
- University staff must be an O2 employee budgeted at least 50% effort with Texas A&M University at the time of nomination<sup>1</sup>. An HR Generalist/Manager will be able to confirm this, so please verify.
- Must have one to two years of continuous service as a new staff member to Texas A&M University\* within the same department as of January 31, 2024. \*Transfers from another System Member are eligible; transfers among TAMU units/departments are ineligible.
- Must still be actively employed in nominated role/department by April 15; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on most recent performance evaluation; and employee must not be under progressive discipline action during the current performance year, at the time of

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nomination, or April 15.

### **Individual Award:** Twenty awards available

- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, or Texas A&M Health
- Persons whose primary position (as identified in Workday) is faculty or student employee are **not** eligible
- Must not be a past recipient of same award category within past ten years (2014 to present) (see list at [PMSA - Past Award Recipients](#))
- Title must be below the level of department or unit head; examples: associate director and below are eligible; director and above are ineligible
- University staff must be an O2 employee budgeted at least 50% effort with Texas A&M University at the time of nomination<sup>1</sup>. An HR Generalist/Manager will be able to confirm this, so please verify.
- Must have a minimum of two years of continuous service with Texas A&M as of January 31, 2024
- Must still be actively employed in nominated role/department by April 15; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on most recent performance evaluation; and employee must not be under progressive discipline action during the current performance year, at the time of nomination, or by April 15.

### **Supervisor Award:** Two awards available

- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, or Texas A&M Health
- Persons whose primary position (as identified in Workday) is faculty or student employee are **not** eligible
- Must not be a past recipient of same award category within past ten years (2014 to present) (see list at [PMSA - Past Award Recipients](#))
- Must be **below** the level of division or college head; examples: manager level to associate vice president or associate dean are eligible; vice president or department head and above are not eligible
- University staff must be an O2 employee budgeted at least 50% effort with Texas A&M University at the time of nomination<sup>1</sup>. An HR Generalist/Manager will be able to confirm this, so please verify.
- Must have a minimum of two years of continuous service with Texas A&M as of January 31, 2024
- Must still be actively employed in nominated role/department by April 15; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on most recent performance evaluation; and employee

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must not be under progressive discipline action during the current performance year, at the time of nomination, or by April 15.

### **Team Award** (applies to each team member): Two awards available

- A team may be a formally appointed group or a group of up to fifteen staff members who work together. Both short-term project teams and permanent teams may be nominated.
- Must be a staff member of Texas A&M University which includes Texas A&M University at Galveston, Texas A&M University at Qatar, or Texas A&M Health
- Persons whose primary position (as identified in Workday) is faculty or student employee are **not** eligible
- Team lead titles including director and below are eligible to be nominated with their team; Titles above director are not eligible
- Must not be a past recipient of same award category within past ten years (2014 to present) *(see list at [PMSA - Past Award Recipients](#))*
- If the team is comprised of employees from multiple departments, please select one primary supervisor for notification purposes for all team members.
- Must still be actively employed in nominated role/department by April 15; retiree status ineligible
- University staff must be an 02 employee budgeted at least 50% effort with Texas A&M University at the time of nomination<sup>1</sup>. An HR Generalist/Manager will be able to confirm this, so please verify.
- Majority of team members must have a minimum of two years of continuous service with Texas A&M as of January 31, 2024
- Employee must have demonstrated meritorious performance evidenced by a "meets expectations" or higher overall rating [or equivalent language] on most recent performance evaluation; and employee must not be under progressive discipline action during the current performance year, at the time of nomination, or by April 15.

<sup>1</sup>In order to be eligible for nomination, the employee must have 50% or more of their salary funded by Texas A&M University (02). To verify eligibility of a potential nominee whose position includes non-Texas A&M University funding, please email [emplrecognition@tamu.edu](mailto:emplrecognition@tamu.edu).

### **Aggie Way Award:** Two awards available

- Aggie Way Awards will be selected from [Aggie Way Engagement Program](#) submissions. Nominations will not be made for this award.

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### Nominate Process

- Nominations are submitted via an online form linked from [employees.tamu.edu/pmsa](https://employees.tamu.edu/pmsa). Anyone with an @tamu.edu address may make nominations
- The nominee's supervisor must be notified of the nomination. Self-nominations are not accepted.
- An individual may only be nominated for one category: individual, team, supervisor, or new employee (please check with the nominee's supervisor to ensure only one nomination is submitted)
- To simplify the nomination process and provide equal opportunities for everyone, the PMSA nomination packet has been modified to only require a completed nomination form. Letters of support are no longer part of the process and will not be included for the selection committee to review. You may quote others' support in your answers.
- **Submit nominations by close of business on January 31, 2024**

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### 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.

- **Describe how** 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](https://tamu.edu/about/coreValues.html)).
- Share **examples of how** the nominee serves as a role model and/or mentor for others.
- Give examples to **demonstrate** patterns of professional development over time.
- Detail **specific accomplishments and the impact** for the university 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:**

*"Laura was responsible for organizing several student events with department advisors, leaders, and professors. The students benefitted from her detailed coordination and passion for making important connections for them to succeed during their time at A&M."*

**Weak Example:**

*"Laura always assists with student events."*

**Strong Example:**

*"Quan realized some of our monthly reports were being prepared manually, so he took it upon himself to automate the process. Quan even went as far as to train our team on Microsoft Access-with specific*

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*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 brief description of typical job duties, so the committee can see how the nominee goes beyond their normal duties.
- List relevant community service or Texas A&M University volunteer programs.
- Have someone review your form before you submit it. They may find errors or give feedback on how to improve it.

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

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## Questions

- Questions may be referred to Human Resources and Organizational Effectiveness at [emplrecognition@tamu.edu](mailto:emplrecognition@tamu.edu).
- Visit [employees.tamu.edu/pmsa](https://employees.tamu.edu/pmsa) for other information such as a list of [Past Award Recipients](#) and more [about PMSA](#).

**Award recipients will be posted at [employees.tamu.edu/pmsa](https://employees.tamu.edu/pmsa) in April.**