Award Nomination Criteria, Eligibility, and Process

**Individual Award 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 Health Science Center, SSC Service Solutions or Chartwells
- Persons holding any faculty rank are not eligible
- Title must be below the level of department or unit head; examples: director and above are ineligible; associate director and below are eligible
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination
- Must have a minimum of two years of service with Texas A&M
- Must still be actively employed at time of ceremony – Monday, April 23; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by an “achieves” or higher overall rating [or equivalent language] on his or her most recent performance evaluation
- Employee must not have been under progressive discipline since the most recent performance evaluation
- Must not be a past recipient (see list at employees.tamu.edu/pmsa)

**Team Award 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 Health Science Center, SSC Service Solutions or Chartwells
- Persons holding any faculty rank are not eligible
- Teams cannot exceed 15 members; teams with more than 15 members will be disqualified
- Titles must be below the level of department or unit head; examples: associate director and below are eligible
- Must be actively employed at time of ceremony – Monday, April 23; retiree status ineligible
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination
- Majority of team members must have a minimum of two years of service with Texas A&M
- Employee must have demonstrated meritorious performance evidenced by an “achieves” or higher overall rating [or equivalent language] on his or her most recent performance evaluation
- Employee must not have been under progressive discipline since the most recent performance evaluation
Supervisor Award 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 Health Science Center, SSC Service Solutions or Chartwells
- Persons holding any faculty rank are not eligible
- Must be below the level of division or college head; examples: director level to associate vice president or associate dean are now eligible; vice president and above are not eligible
- University staff must be budgeted at least 50% effort with Texas A&M University at the time of nomination
- Must be actively employed at time of ceremony – Monday, April 23; retiree status ineligible
- Employee must have demonstrated meritorious performance evidenced by an "achieves" or higher overall rating [or equivalent language] on his or her most recent performance evaluation
- Employee must not have been under progressive discipline since the most recent performance evaluation

How to nominate:

- Any member of the Texas A&M Community is encouraged to make nominations
- Find the online nomination form at employees.tamu.edu/pmsa
- The nomination packet should include one nomination form and two 1-page (can be double-sided) letters of support, minimum font size is 11pt; a nomination letter is no longer required
- Submit nominations by Wednesday, January 24, 2018

Award recipients will be posted at employees.tamu.edu/pmsa in April. Awards will be presented on Monday, April 23, 2018.

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 email emprecognition@tamu.edu.
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 his/her/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).
- Give specific and detailed examples
- Share examples of how he/she serves as a role model and/or mentor for others
- Give examples to show patterns of professional development over time
- Detail accomplishments and his/her impact
- 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 was 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, 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 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 maximum of 2 letters of support. One letter may be 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 their relevant community service or Texas A&M University volunteer programs
- Have someone review your packet before you submit it. They may find errors or give feedback on how to make it better

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 emplrecognition@tamu.edu or (979) 845-7995.