

Texas A&M University

President's Meritorious Service Awards 2023

Award Nomination Criteria, Eligibility, and Process

NEW: Aggie Way Award: Two awards available

- Intended to recognize an individual staff member for sustained outstanding initiative and creativity. The award identifies outstanding staff members who have significantly improved a work process or systems, or has significantly increased the efficiency of an operation within a unit/department and/or the School/College/Division, by diligently seeking to improve the quality of work assignments.
- This award serves to highlight staff members who demonstrate exceptional efforts to learn new things, develop new skills and competencies, and expand their work responsibilities, as appropriate.
- 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 are **not** eligible
- Titles of all ranges up to Assistant Vice President are eligible
- University staff must be an 02 employee budgeted at least 50% effort with Texas A&M University at the time of nomination¹. Contact the nominee's department business person to confirm.
- Must have a minimum of two years of service with Texas A&M – does not need to be consecutive
- Must still be actively employed by Friday, February 17, 2023; 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 Friday, February 17, 2023

NEW: New Employee Award: Two awards available

- The New Employee Award recognizes an employee with one to two years 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 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

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- University staff must be an 02 employee budgeted at least 50% effort with Texas A&M University at the time of nomination¹. Contact the nominee's department business person to confirm.
- Must have one to two years of continuous service as a staff member
- Must still be actively employed by Friday, February 17, 2023; 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 Friday, February 17, 2023

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 are **not** eligible
- Must not be a past recipient of same award category within past ten years (2013 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 02 employee budgeted at least 50% effort with Texas A&M University at the time of nomination¹. Contact the nominee's department business person to confirm.
- Must have a minimum of two years of service with Texas A&M – does not need to be consecutive
- Must still be actively employed by Friday, February 17, 2023; 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 Friday, February 17, 2023

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 are **not** eligible
- Must not be a past recipient of same award category within past ten years (2013 to present) *(see list at [PMSA - Past Award Recipients](#))*

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- **UPDATED:** 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 nomination¹. Contact the nominee's department business person to confirm.
- Must have a minimum of two years of service with Texas A&M – does not need to be consecutive
- Must still be actively employed by Friday, February 17, 2023; 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 Friday, February 17, 2023

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 on a regular basis. 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 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 (2013 to present) (see list at [PMSA - Past Award Recipients](#))
- Must still be actively employed by Friday, February 17, 2023; retiree status ineligible
- University staff must be an O2 employee budgeted at least 50% effort with Texas A&M University at the time of nomination¹. Contact the nominee's department business person to confirm.
- Majority of team members must have a minimum of two years of service with Texas A&M – does not need to be consecutive
- 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 Friday, February 17, 2023

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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 (02). To verify eligibility of a potential nominee whose position includes non-Texas A&M University funding, please email emplrecognition@tamu.edu.

How to nominate:

- Nominations are now completed through SharePoint in an online form linked from <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, new employee, or Aggie Way (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 Friday, February 17, 2023**

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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** 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).
- Share **examples of how** he/she/they serve as a role model and/or mentor for others.
- Give examples to **demonstrate** patterns of professional development over time.
- Detail specific accomplishments and his/her/their impact.
- Consider how they have taken their position and made an 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:**

"Mary was responsible for organizing the school's first multicultural training 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 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.

Questions may be referred to Human Resources and Organizational Effectiveness at emplrecognition@tamu.edu or (979) 845-7995.

Award recipients will be posted at employees.tamu.edu/pmsa in April.