PURPOSE OF COMMITTEE:

The Staff Excellence Awards Committee is an anonymous University Committee. On an annual basis, this committee is responsible for reviewing and evaluating nominations and selecting outstanding staff employees to receive the Staff Excellence Awards.

COMMITTEE MEMBERSHIP:

The Staff Excellence Awards Committee is comprised of a chair that will serve as a non-voting member (Benefits Coordinator in Human Resources Department) and six (6) staff members with each serving a 3 year term. The six committee members represent each of the five vice presidential areas of responsibility and the Department of Athletics. A rotation system will be established so that two committee members will rotate off on June 30 of each year. As an individual committee member’s term of service expires, a replacement will be appointed by the appropriate University vice president or director for the division that the retiring member represented. Committee members may serve no more than two consecutive three-year terms. While the committee members will remain anonymous, the chair of the committee is announced so that people on campus can contact the chair if they have questions regarding the nomination process for these staff excellence awards.

In the event that a committee member terminates their employment at The University of Southern Mississippi or resigns from the committee prior to their membership term expiring, then the appropriate vice president will appoint a replacement from their division to fill the unexpired term of that member.

THE AWARD:

A monetary award of $1,200 and a certificate of appreciation are presented to each recipient; a total of 5 awards are presented.
CATEGORIES OF STAFF EXCELLENCE AWARDS:

There are four (4) categories of Staff Excellence Awards:

- OFFICE PERSONNEL – secretarial/clerical and support staff from levels 1-9 (2 awards given in this category due to the size of the EEOC 4 group)
- SERVICE MAINTENANCE/ SKILLED CRAFTS/TECHNICAL – to include those from levels 1-13
- ADMINISTRATIVE/PROFESSIONAL - to include managers, directors, and professional staff from levels 10-20
- JESSIE H. MORRISON – must have 20 consecutive years of service at USM

Certificates of appreciation and monetary awards are made available through the Jessie H. Morrison Endowment, through the USM Foundation.

CRITERIA FOR AWARD SELECTION:

Award recipients must be full-time employee with minimum of two years of service at USM. Job performance, knowledge of job, willingness to improve/learn new skills, attitude, dedication, interpersonal skills, university support, spirit, and activities as well as participation in campus wide training will be the basis for the final selection criteria.

Applications will be kept on file in HR for a 3 year period, and considered for the award during that time period. A representative from HR will check with the supervisor and make sure that the nomination is still supported. HR will also verify employment remains in the same department as when the nomination was originally submitted.

Recipients of the awards are not eligible for three years.

SELECTION PROCEDURE:

Staff Excellence Nomination Forms are forwarded to the Department of Human Resources where they are separated into the four (4) major categories. They are then passed on to the committee. Each committee member grades each nominee privately by the point system established for the grading. The six members of the committee are voting members of this awards committee. The chair (from the Department of Human Resources) serves as an ex-officio member of the committee.
After the scoring has been completed all score sheets will be submitted to the Department of Human Resources and scores will be tallied.

**INDIVIDUALS NOT ELIGIBLE FOR THE AWARDS:**

Administrative faculty who are eligible for the Excellence in Teaching Awards are NOT eligible for the Staff Excellence Awards.

**DUTIES OF SELECTION COMMITTEE:***

Evaluate nominations and make selections. All members of the committee except the committee chair will remain anonymous.

Records of the nominations received each year and the committee’s evaluation process will be maintained by the Department of Human Resources. However, due to the sensitive nature of the selection process, records of the committee’s work will not be posted or made public.

An annual report of the work of the committee will be filled before June 30th of each year with the Vice President of Administrative Affairs for his approval. Then, with the approval of the Vice President of Administrative Affairs, this annual report will be forwarded to the Committee on Committees for their permanent records.