

STAFF EXCELLENCE AWARDS

Cockrell School of Engineering
The University of Texas at Austin

The objective of the Staff Excellence Awards (SEA) is to honor non-teaching personnel who have distinguished themselves and who have contributed significantly to the effectiveness of the teaching, advising, counseling, and research efforts of the School. These awards shall recognize dedicated individuals who are recognized by their supervisors and peers as having performed exceptional and meritorious service.

The criteria for staff nomination, selection of winners, and awards presentation are presented below:

General Guidelines

Subject to the availability of funds, a maximum of six Staff Excellence Awards will be made annually by the Cockrell School of Engineering.

Amount

Each award shall be in the amount of \$1,000. The funds shall be derived from gifts and grants contributed to the School or departments through the Engineering Foundation.

Criteria for Selection

1. Outstanding and creative contributions and exemplary performance.
2. Accepting new responsibilities, showing initiative, creative contributions
3. Quality and quantity of work, consistency of performance, meeting deadlines
4. Cooperating with co-workers, displaying a positive attitude, enhancing staff morale
5. The award shall be limited to non-teaching personnel (classified personnel and administrative/professional personnel, Code 1000) who were employed at least half-time and who have worked in the Cockrell School of Engineering for a minimum of two (2) years by July 15 of the year of the award. **(The employee must have been appointed with the School by July 15, 2007 to be nominated for this year's award.)**
6. Employees who have received this award within the last five (5) years are not eligible to be nominated.

Nominations

1. All non-teaching personnel and faculty members of the Cockrell School of Engineering may submit nominations.
2. Nominations shall be forwarded to the Staff Excellence Awards Selection Committee (c/o Kelly Quinney, Office of the Dean of Engineering, ECJ 10.310, MC C2100.)
3. Nominations shall be received in the Dean's Office no later than **March 2, 2009**.
4. Nomination materials should include two (2) letters of support that specifically address the criteria for selection, citing examples of work performed by nominee.

Selection Committee

1. The Dean shall appoint an ad hoc committee to review the nominations.
2. The committee shall consist of a representative of each of the Engineering departments and the Dean's staff; and the Dean of the Cockrell School of Engineering (Chair and non-voting member.)
3. The Committee shall select the winners prior to April 15 of each year.

Presentation of Awards

1. The awards shall be presented at an appropriate ceremony (date to be announced), followed by a reception hosted by the School.
2. Each winner shall receive a framed certificate and Ramshorn pin.
3. Each winner shall receive a check in the amount of \$1,000 less taxes from the Engineering Foundation. (Awards will be prepared by the UT-Austin Payroll Division and comply with university, state, and federal tax regulations.)