

SCHOOL OF VETERINARY MEDICINE & BIOMEDICAL SCIENCES STAFF RECOGNITION AWARD

PURPOSE:

The purpose of the School of Veterinary Medicine & Biomedical Sciences (VMBS) Staff Recognition Award is to formally recognize demonstrated outstanding performance and accomplishment on the part of staff employees of the VMBS.

SCOPE:

The intent of this award is to recognize ten qualified staff employees who characterize a commitment to excellence throughout customer service, initiative, and responsible stewardship.

NOMINATION GUIDELINES:

- Nominations should be submitted to the Executive Staff Council (ESC) Representative on the attached form by the designated deadline.

Departments/Units	Representative
Dean's Office	Misty Skaggs
Department of Veterinary Integrative Biosciences (VIBS).....	Jessica Livings
Department of Large Animal Clinical Sciences (VLCS)	Lacey Richards
Department of Veterinary Pathobiology (VTPB)	Robin Callahan
Department of Veterinary Physiology and Pharmacology (VTPP)	Letisha Garza
Department of Small Animal Clinical Sciences (VSCS)	Artisha Houston
Veterinary Medical Teaching Hospital (VMTH)	Tara Suel

VMBS Communications, Professional Programs, Research & Graduate Studies, Global One Health, Development, Facilities, Stevenson Center, IT, Veterinary Medical Park, Continuing Education, Finance Team, TIPS, and Human Resources are considered in the same unit as the Dean's Office.

- One nomination for every ten staff may be submitted by a department/unit each fiscal year according to the following: 1-10 employees, one nomination; 11-20 employees, two nominations; etc. Only one nomination packet per individual may be forwarded to the committee; to prevent duplicate nominations, departments/units should coordinate nominations prior to submission.
- In addition to the nomination form, up to three letters of support may accompany the submission. Support letters from members of the VMBS Staff Recognition Committee are not allowed. Only individual letters will be accepted, **i.e., do not send letters with multiple signatures.**

NOMINATION CRITERIA:

- Minimum of two years of employment at the VMBS by August 31st of the current year.
- Nominee should have consistently demonstrated outstanding performance, exemplified a positive attitude, and have the ability to work well with others.
- Individuals are eligible to receive a VMBS Staff Recognition Award if she/he has not received this award in the last five years.

RECOGNITION/AWARDS:

Recognition will include an award in the amount of \$500.00 to be included in the recipient's next pay check (**this award is taxable; therefore, taxes will be deducted from the recipient's check**).

School of Veterinary Medicine & Biomedical Sciences

2023 Staff Recognition Awards

Nomination Form

INSTRUCTIONS: Please review the award nomination criteria to determine if an individual is eligible for nomination before you begin. All nominations and support letters must be received by **Monday, September 18, 2023**. Please contact your ESC representative if you have any questions.

NOMINEE INFORMATION	
Nominee's Name:	Title:
Years Served in Current Position:	Years with VMBS:
Department/Unit:	

DEPARTMENT HEAD VERIFICATION	
Please enter the name and other requested information of the nominee's Department Head/Designee. This information is needed because award recipient notification is coordinated with the Department Head/Director before award recipients are finalized.	
Department Head/Designee Name:	Title:

NOMINATOR INFORMATION	
Nominator Name:	Title:
Department:	
Email:	Phone:
Authorization of Release: <input type="checkbox"/> Yes - a copy of this nomination form and any letters of support may be released to the nominee if a recipient of the award. <input type="checkbox"/> No - a copy of this nomination form and any letters of support may NOT be released under any circumstances.	

A complete nomination includes the following information:

1. **Nomination Form.** Form should be submitted on prescribed form, as provided.
2. **Nomination Statement or Nomination Letter.** Nomination statement or nomination letter should be a maximum of two pages at 12-point font size. It should summarize the contributions of the nominee and impact of the nominee's contributions to the betterment of Texas A&M University and the VMBS. The nomination statement or nomination letter should include specific examples and descriptions of the nominee's accomplishments. Nominations will be evaluated on customer service, initiative, and responsible stewardship.
3. **Letters of Support/Recommendation.** No more than three (3) one-page letters of support/recommendation may be included in the nomination packet.