

**University of Detroit Mercy  
Shared Governance Task Force  
Staff/Administrator Development Team**

**Proposal - 7/26/06**

**Award Approved July 26, 2006; modified, Nov. 13, 2006**

In November 2005, the Staff/Administrator Development Team (Team) was charged with the "responsibility for the development and designation of a staff award." To fulfill this charge, the Team submits the following proposal for the establishment of a **University of Detroit Mercy Commitment to Excellence Award**.

Rationale

The University of Detroit Mercy is fortunate to have employees who possess and exhibit outstanding qualities and who are committed to the success of its future. They are truly what make this institution great and are deserving of recognition. The members of the Team were pleased to receive the charge to develop and designate a staff award for the following reasons:

- Recognition is a critical component of the retention of effective, dedicated employees.
- Rewarding such employees makes recognition more meaningful.
- The University should recognize and reward outstanding staff and administrative employees in a manner comparable to that which is done for its excellent faculty.
- This award would be an investment in the future of the University as well as in our employees.

Eligible Recipients

All full-time staff (non-exempt) and administrative (exempt) employees of the University are eligible. The Staff and Administrator Development Team, in consultation with the Associate Vice President for Human Resources, will be responsible for the selection of three recipients each year:

- One staff and one administrative employee with two or more years of service.
- One staff or administrative employee with less than two years of service. This person would receive the Commitment to Excellence Rising Star Award.

Any individual or group may nominate a person(s) for the award. Deans and vice presidents will ensure that at least two employees are nominated from their area. (NOTE from Task Force: this last sentence was never implemented)

Awards

A large award will be placed in the Office of Human Resources/Payroll and updated annually with the etched names of the recipients and the year awarded.

Each recipient will receive a monetary award, a certificate, and a smaller replica of the award in HR that is engraved with their name, the name of the award, and the year it was awarded.

Nominees will receive a certificate with pin and a letter of acknowledgement from the Office of Human Resources/Payroll or the President. (NOTE from Shared Governance Task Force: this part of proposal was not accepted)

A luncheon will be held for all recipients and nominees. (NOTE from Shared Governance Task Force: this part of proposal was not accepted)

Criteria and Selection Process

Nominees will be considered based upon the following criteria:

- The recipient carries out his/her responsibilities professionally and collaboratively, providing excellent service to all those with whom he/she works and serves.
- The recipient promotes the mission of the University and the goals of his/her college, school or department.
- The recipient takes initiative in his/her work, often going above and beyond what is required.
- The recipient is dedicated, aware and approaches work life with a positive attitude.

The award will be announced at the Fall Convocation with complete information being communicated via e-mail and *Campus Connection* shortly afterward. The deadline for nominations will be October 1<sup>st</sup>. Awardees will be selected by December 1<sup>st</sup>. Awarding will take place at the University Christmas/Employee Recognition Party in December.

Budget

In keeping with other University awards, the Team proposes the following budget:

*First Year*

\$4,500	Three monetary awards of \$1,500 each
375	Three small crystal pieces with etching
600	Large crystal bowl on stand with etching
500	Certificates with pins for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)

1,000	Luncheon reception for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)
<u>500</u>	Display case
\$7,475	Total

*Subsequent Years*

\$4,500	Three monetary awards of \$1,500 each
375	Three small crystal pieces with etching
100	Etching and plates for award display
500	Certificates with pins for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)
<u>1,000</u>	Luncheon reception for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)
\$6,475	Total (subject to inflation)

We would welcome the opportunity to provide any additional information or address any questions or concerns with regard to the above proposal.

Respectfully submitted,

The Staff/Administrator Development Team:

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