

## **Mendoza Dean's Awards for Excellence**

### **Purpose:**

In order to recognize the hard work and dedication of our staff members, Mendoza has established recognition awards for staff who have exceeded their job.

### **Recognition Award Process:**

- Callouts for nomination will occur throughout the year.
- Nominations may be made by staff, faculty, or administrators at any level.
- Nominations will be submitted via a nomination form to the Director of Administration.
- A selection committee will review all nominations and determine award winners.
- Awards will be presented annually at the Spring Mendoza Staff Town Hall meeting

A total of three awards will be granted within a year; however, the same award (the Cooperate, Integrate and/or Elevate Award) may be offered more than once in that year. All awards are limited to regular full-time and part-time staff members of the College.

Project(s) and award winner(s) will need to meet most of the award criteria as defined by the definitions of the Contribute, Cooperate or Compete awards in which they were nominated.

### **Selection Committee Representation\*:**

- Dean
- Associate Dean(s)
- Director of Administration
- 1 non-exempt staff member
- 1 exempt staff member
- 1 supervisor
- Member of College ND Voice Engagement Committee
- HR Consultant

\*The Director of Administration will identify specific members each nomination cycle to serve as members of the selection committee based on the above membership criteria.

### **Award Definitions and Criteria:**

**Cooperate (Individual) Award** - The Cooperate Award is presented to an individual staff member who has acted in a way that is respectful, fair and inclusive; benefits others; goes above and beyond their own personal interests; and does something cooperative or altruistic for the benefit of the community. Nominees typically will have accomplished a significant achievement in servanthood that is reflective of our mission of being a force for good.

In addition, award winners should meet the following criteria:

Inclusive

- Readily shares information or resources.
- Has successfully engaged with colleagues and peers.
- Encourages diverse perspectives.

Demonstrated Respect and Fairness

- Distinguishes themselves as leaders (formal or informal) or catalysts for change.
- Developed or promoted innovative solutions to social problems.

Demonstrated Contribution and Service to the Community

- Has performed noteworthy or special contributions and achievements within the community.
- Has shown commitment to elevating the mission of the College.

Inspiration to Others

- Actions would be recognized and valued by their peers.

**Integrate (Team) Award** - The Integrate Award is presented to a cross-functional team who have worked together to accomplish a goal or complete a project that is in line with the vision, mission and priorities of the College. The team must have exhibited excellent performance as demonstrated by the following criteria:

- Superior quality of work and results.
- Effective use of data to drive and measure results.
- Good stewardship and sharing of College resources.
- Works effectively to accomplish a goal in support of the College's strategic priorities.
- Displayed effective collaborative relationships across different groups of departments or units within the College to define and solve problems or reach agreements on a course of action while considering multiple perspectives.
- Creates a team environment that promotes communication, trust, cooperation and respect for differences.
- Contributes to a group effort that has a significant impact on departmental/College/program/functional goals.
- Develops a partnership that seeks input and involvement of those affected by their decisions.
- Accepts responsibility and accountability in helping to advance the College's goals.
- Places team goals above personal goals while achieving a distinctive result or product.

**Elevate (Team) Award** - The Elevate Award is presented to a team that identifies new opportunities for Mendoza to collectively compete in the business school landscape. This team has shown exemplary accomplishment toward a significant achievement through innovative thinking. Their efforts help differentiate the work we do while advancing the greater good, vision and mission of the College while helping others do the same.

The team should exhibit performance excellence as demonstrated by the following criteria:

- Established partnerships that leverage and stewards College resources.
- Innovative thinking that incorporates process improvement, integration, automation or otherwise.
- Results are measurable and sustainable.
- Provide opportunity to others through shared competition.
- Develops a partnership that seeks input and involvement of those with knowledge and expertise and those affected by their decisions.
- Result differentiates Mendoza.
- Positively represents and impacts our presence.

### **Selection Committee Guidelines for Consideration for Each Nomination**

1. Do(es) the nominee(s) meet most of the criteria based on the definitions of the award they were nominated for? (If not, they will not be considered.)
2. Performance of those nominated? Any current/anticipated performance concerns to consider?
3. When was the last time those nominated received an award? (Those who have received an individual award in the last 3 years will not be considered but may be considered as part of a team award.)
4. What was the impact of the project? To the Department? To the College? To the University?
5. What makes this project/nomination worthy of receiving an award?
6. What are possible negative implications of awarding this project?
7. Is this the right time to award this project/individual?
8. Other considerations?
9. Would you recommend this nomination to be the award winner?