

ELIGIBILITY, CRITERIA & PROCEDURES FOR PRESIDENT'S AWARDS

ELIGIBILITY & CRITERIA

Staff Employee:

A staff employee is selected to receive this award based on their performance over the course of their career at CSUMB and/or University Corporation (UCorp). During the nomination period of September 1-30, eligible employees may be nominated for their overall job performance in all of the following criteria:

Dedicated as demonstrated by the employee being a role model and emulating the values of the University/UCorp; and

Service-oriented as demonstrated by the employee's contribution towards student success or significant improvements in a work process or system, or significantly increasing the efficiency of an operation or unit; and

Inclusive and Respectful as demonstrated by the employee's efforts in promoting, enhancing, and/or sustaining a diverse and inclusive work environment.

Eligibility requirements for staff nominees:

- Must currently be a staff employee at CSUMB or UCorp;
- Have three (3) or more years of CSUMB or UCorp service as a staff employee at a time base of at least 50% as a staff employee (service and time base may be combined between employers);
- Have a satisfactory or above performance evaluation for the last three evaluation periods and not have pending or past disciplinary (suspension or demotion) actions; and
- Not be a former recipient of the President's Medal Award.

Faculty Employee:

A faculty employee is selected to receive this award based on their performance over the course of their career at CSUMB. During the nomination period of September 1-30, eligible employees may be nominated for their overall job performance in all of the following criteria:

Teaching as demonstrated by exceptional ability to educate, mentor, and inspire students; and

Scholarship and Professional Application as demonstrated by scholarly/creative accomplishments and the application of one's expertise to the local, regional, and/or national community; and

Service and Citizenship as demonstrated by contributions to the achievement of CSUMB's founding vision and through demonstrated encouragement, mutual respect, and active support of an inclusive campus environment.

Eligibility requirements for faculty nominees:

- Must be a faculty employee (Unit 3) at CSUMB; Have three (3) or more years of University service as a faculty employee at a time base of at least 50% as a faculty employee (service and time base may be combined between departments);
- Have a satisfactory or above performance evaluation for the latest evaluation period and not have pending or past disciplinary (suspension or demotion) actions; and
- Not be a former recipient of the President's Medal Award.

MPP/Manager Employee:

An MPP/Manager employee is selected to receive this award based on their performance over the course of their career at CSUMB and/or University Corporation (UCorp). During the nomination period of September 1-30, eligible employees may be nominated for their overall job performance in all of the following criteria:

Collaborative as demonstrated by exceptional ability to foster teamwork and cultivate communication and cooperation in their department, division, and/or University/UCorp; and

Catalytic as demonstrated by the employee's ability to develop and lead creative approaches to student success or to significant improvements in a work process or system, or significantly increase the efficiency of an operation or unit; and

Inclusive and Respectful as demonstrated by the employee's efforts in attracting, retaining and developing high caliber employees with a wide range of diversity and capability.

Eligibility requirements for MPP/Manager nominees:

- Must currently be an MPP/Manager employee at CSUMB or UCorp;
- Have three (3) or more years of University or UCorp service as an MPP/Manager employee at a time base of at least 50% as an MPP/Manager employee (service and time base may be combined between employers);
- Have a satisfactory or above performance evaluation for the last three evaluation periods and not have pending or past disciplinary (suspension or demotion) actions;
- Not be a former recipient of the President's Medal Award; and
- Not be a member of the President's Cabinet (Extended Cabinet members are eligible)

PROCEDURE

The President's Medal Award winner for the categories of staff, faculty and MPP/Manager will be announced and presented with a medal by the President at the annual Faculty and Staff Appreciation breakfast in January. The winners also receive lunch with the President; their photo and article in the HR newsletter; and acknowledgement on the campus dashboard. Awards may not be given in each category every year.

How to Nominate

- Complete the nomination form between September 1-30. Give specific examples of how the nominee meets or exceeds each of the three (3) criteria. *Nominators may only nominate one employee per category (staff, faculty, MPP/Manager) per cycle.* In other words, a
- nominator may nominate up to a total of three (3) employees: one staff, one faculty, and/or one MPP/Manager each year

Responsibilities

Nominator:

- Complete and submit the nomination form electronically to Human Resources during the nomination period of September 1-30. Give specific examples of how the nominee satisfies all of the stated criteria for their category. Incomplete nominations will not be considered.
- Self-nominations are not permitted.

- Cabinet members are not permitted to be nominators.
- Clarify or provide additional information regarding the nomination as requested by Human Resources.

Human Resources (HR)

- Responsible for overall coordination of the process and procedures.
- Prepares a list of all eligible committee members for the Awards Advisory Committee, generates random number selection of committee members, and notifies committee members of their selection.
- Provides support and training to nominators, Awards Advisory Committee members, and President.
- Establishes the nomination period deadline, prepares and distributes announcements and nomination forms, verifies eligibility of the nominee, receives and reviews nomination forms for completeness, holds signed nomination forms for review by committee members, and delivers the Awards Advisory Committee's finalist nominations to the President.
- Serves as an ex-officio, non-voting member of the Awards Advisory Committee and attends all Committee meetings.
- Places the winners' photos and acknowledgements in the HR newsletter and campus dashboard.

Awards Advisory Committee

- There will be one (1) Advisory Committee, consisting of three (3) staff members, three (3) Unit 3 faculty members, and two (2) MPP/Manager's.
- All Committee members must be full-time employees at CSUMB or the Corporation who have been employed at the University or Corporation for at least two (2) years who are not nominated for an award and who did not nominate anyone for an award. (Eligibility will be determined by initial hire date and may be combined between employers.)
- The committee will meet virtually, with all members present, a minimum of one time in November to make their finalist recommendation(s). Committee members will sign confidentiality agreements prepared by Human Resources, review all nominations electronically, and will make their initial selections prior to the full committee meeting.
Selections provided by individual committee members will be confidential.
- At the meeting, the committee will clarify information on the nominations as necessary, afford each committee member the opportunity to discuss their individual selections, and select up to three finalists by not less than 2/3 majority vote for each finalist.

Each committee member will sign the finalist recommendation(s) form (prepared by Human Resources) and forward their finalist recommendation(s) to Human Resources no later than November 30.

- Committee members will maintain confidentiality in all aspects of the awards process and will use only information provided on the nomination form for making their ranking decision.

President

- Review the Awards Advisory Committee recommendations, make the final determination and approve the awards.
- Present the award at the annual Faculty and Staff Appreciation breakfast in January.
- Host a luncheon for the award winners.