

College of Liberal Arts
ONE-TIME MERIT AWARD GUIDELINES

General:

This is a College of Liberal Arts guideline that supplements Texas A&M University Standard Administrative Procedure 31.01.01.M5.02 – One-Time Merit Awards.

Criteria:

College of Liberal Arts employees must be nominated by their Dean, Department Head or Director with an effective date of September 1 or March 1. However, all faculty and staff are encouraged to promote nominations of worthy individuals to their appropriate Dean, Department Head or Director. Nominations are due to the Dean's Office by August 9th or February 9th, respectively.

Nomination letters must:

1. document that special projects warranting recognition have occurred within the previous twelve-month period and achieved completion at the time of nomination;
2. document the dollar amount of the award and the funding source account;
3. certify that all requirements of the SAP have been met (see sections 2.1 through 2.5)

Nominators may recommend an award and dollar amount consistent with the following scale:

Level 1 Outstanding Recommended award: \$1,500

Highest quality of work on a project where employee exhibited independent actions, resourcefulness, and exercised outstanding judgment; an exceptional contribution to the department or unit with long-term significance; employee is considered a peak performer by co-workers and administration.

Level 2 Significant Recommended award: \$1,000

High quality of work on a project where employee exhibited independent actions and resourcefulness; a significant accomplishment for streamlining operations in department or unit; employee is considered as a substantially above average performer.

Level 3 Notable Recommended award: \$500

High quality work of work on a project; notable contribution to the operation of the department or unit; knowledge and skill level of employee are above average.

Review Procedures:

Nominations will be reviewed by a team consisting of the Dean, the Associate Deans and Assistant Dean for Finance. Revisions to any nominations will be discussed with the nominator and revised as necessary. All recommendations from the College of Liberal Arts will be forwarded to the Office of the Executive Vice President and Provost for final review and approval.