

Recognition Award Program (RAP) Process

Overview: The Annual Recognition Award Program (RAP) is designed to recognize two employees, Administrative, Staff, or OPS/Temporary, within the College of Behavioral & Community Sciences (CBCS) for their extraordinary achievement in the workplace. The RAP recognizes those who have achieved significant accomplishments that have advanced university, college, and department/school goals. Anyone may nominate an eligible employee, but the direct supervisor of the nominee must support and sign the nomination form. The recipients are also awarded with a \$750 lump sum bonus. Nominations for the award are accepted in Q-1 of each year and awards will be announced at the Spring College Assembly.

Eligibility: Administrative, Staff and OPS/Temporary employees must have been employed within the College for a period of at least one year and, at a minimum, have an overall annual performance rating of satisfactory. Since OPS/Temporary staff do not receive annual performance evaluations, the signature of the supervisor will serve as documentation that a satisfactory performance has been achieved. Administrative, Staff, and OPS/Temporary employees are eligible regardless of their source of funding.

Note: Employees who have received a RAP award in the two preceding years are not eligible.

Criteria: Employees may be considered for the RAP based on the following criteria:

- The employee performed substantially above and beyond expectation on a specific task or project; or
- The employee made a contribution(s) that had a significant impact on university, college, or department/school objectives; or
- The employee went above and beyond the normal responsibilities required by his/her position; or
- The employee assumed added responsibilities to address a situation in which there was an important unmet need in the organization.

Process: The nomination process begins by completing the RAP form (see attached). The nominator must also submit a letter of nomination describing the nominee's outstanding accomplishments. The letter should be concise, but include specific information describing contributions beyond the normal duties of the nominee. The letter should also describe how their performance or special accomplishments have positively affected their department/school and the college. Examples of activities include: evidence of extraordinary creativity or innovation; demonstrated action which resulted in improved departmental/school/college performance, enhanced operations or increased service to students, faculty, staff, or other customers; contribution to a positive work environment; or exemplary performance in support of the vision and values of the college and university.

The RAP form and supporting letter(s) and any other documentation should then be forwarded to the HR Administrator, who will facilitate the RAP committee to review them, and then make recommendations to the Dean. The Dean will select the final two recipients. The award forms and process (for departments

wanting to recognize/nominate employees) is available for reference on the CBCS Intranet: [CBCS RAP Award.](#)

RAP Committee: The RAP Committee is comprised of representatives from each of the CBCS departments and schools to judge the nominated employees. Committee members are selected by a process determined by each department/school. At least one of the previous year's recipients will also be a member of the committee. Committee members will be appointed on annual basis. Since this is a staff award, it is preferable that the nomination packages be judged by staff vs. Faculty; however, if there are no staff personnel from a given department available to serve as judges then faculty judges may be considered.

RAP Committee Guidelines: The selection committee will put forth two recommendations to the Dean for consideration. The following are advised when making a selection:

- As best possible, specific references to the nominee, his/her title, the department in which the nominee works, and the name(s) of the nominator and supporters have been redacted. This should help ensure fairness in reviewing the nominations.
- It is possible that a committee member may know one or more of the nominees. If this occurs they will be asked to refrain from using the individuals' names during discussions.
- Nominations should be based on what has been accomplished and the scope of that accomplishment. Each nomination package includes specific examples of the work that has been performed and the impact of that work upon others. The committee decides which two nominations best reflect the values of the college and are deserving of special recognition.
- Letters will vary stylistically. The best-written letter may not reflect the best work performed.
- There is no specific format that must be applied in making recommendations. The committee will determine which nominations are worthy.

Checklist for Annual RAP Award: The Office of Human Resources for CBCS administers this process for the college. Listed below are the steps to be taken to coordinate this process in an efficient and orderly manner.

- At the beginning of each calendar year, initiate contact with the administrative assistant of the Dean to determine the date of the Faculty Spring Assembly. Traditionally, the event is held each April. Once you have the date, you can create the timeline for the event and solicit for nominations. *(Note – you should always factor in for delays in the process and, whenever possible, give yourself enough time to account for potential delays in obtaining signatures, payments, nominations, etc.)*
- Approximately one week prior to the nomination period being officially opened, you should begin to publicize the award program and solicit for nominations. Publicity includes flyers, postings to the college's web page, email to CBCS group, and social media sites, and to the electronic message boards in the MHC facility. Then, send 1-3 reminders during the nomination period.
- Nominations are received over the course of a two-week period. Expect to receive last-minute submissions or additions to nomination letters already received.

- Book conference room for approximately 1-1.5 hours for the committee to convene.
- Preparation of the packages/submissions for judging includes the redaction of identifying information about the nominee and nominators. The judges will not know who the nominee is – though some positions have quite specific duties and they may decipher the identity of the individual being nominated:
 - *Before* you redact the identifying information, make a *copy* of each nomination package.
 - Do NOT redact information from the originals, as you will want to keep those, unaltered, in the central file.
 - The nominator and nominees' names.
 - You will also redact titles and footers on the bottom of pages that identify the department(s) of the individuals being nominated.
 - Number each nomination in the upper right corner of the package and keep a confidential 'key' so you can identify whom the nominees.
 - Include a one-page sheet of procedure.
 - Scan nominations and send via pdf to the judges in advance.
- Judging takes place in one afternoon, and should be scheduled far enough in advance to accommodate the Dean's review of the submissions and the check requests. The judging committee should have representation from each of the college's departments including at least one of the recipients from the prior year(s).
- When the RAP committee meets and the packages are presented to the judges, provide some basic instruction about the judging process. They should look for work that is above and beyond the person's normal functions – exceptional follow-through, cost savings, process enhancements, special projects, etc. An individual may be exceptional in their performance of their job, but is he/she going above his/her assigned duties. What is remarkable about the nominee?
- Submit the two finalists from the judging committee the Dean for approval.
- Once the recipients have been decided upon, The HR Administrator will contact the nominator to inform that their candidate has been selected; and to coordinate that he/she along with the awardee will be present at the assembly. The nominator is called up to present the award and he/she should plan to give a 1-2 minute presentation regarding the recipient and his/her accomplishments.
- Contact the budget director to obtain the combo code for the two \$750 net award payments.
- Contact Jeff Schueler (Payroll/Controller's Office) and provide him with the employee ID numbers to request gross amount to net \$750. Recipients will receive a check at time of ceremony, so you will need to request those at least one (1-2) week in advance. Ask Jeff Schueler ETA to cut live checks. Payroll will call you when checks are available for pick up.
 - Complete the One-Time Wage payment form ([One-Time Wage Payment](#)) for signature as soon as you have this information.
 - The Dean must also sign bonus requests so be sure the Dean is not scheduled to be out of the office.

- Once the recipients have been determined, ensure that the president of the faculty governance committee (who leads the Spring Assembly) is aware that the awards will be presented, and that it is on the official agenda. Make sure the president has the name of the individual who will be presenting the award – generally, it is the nominator. The presenter of the award will be called up at the assembly.
- Prepare a congratulatory letter and certificate located in C:\Users\wendys1\Box\CBCS-DO-HR\Recognition Award Program Documents to be signed by the Dean.
- Prepare a large CBCS white envelope with label to include letter, certificate, and a copy of the original nomination package for awardees to be ready for the Spring Assembly.
- Prepare similar envelopes for nominators whose candidates were not chosen to include a copy of the original nomination package. Thank them for the submission and encourage them to resubmit their nominations the following year.
- Send copies of two recipients' recognition and award packages to UCO_Payroll_Processing@usf.edu, with the bonus request. In addition, a copy needs to be archived in the USF Division of Human Resources (DHR) and CBCS HR files.



**College of Behavioral & Community Sciences
Professional and Staff Recognition Award Program Nomination Form**

Name of Nominee: _____

Job Title: _____

Department/School: _____

Length of Employment with the Department/School/College: _____

Nominator's Name: _____

Job Title: _____

Department/School: _____

Phone: _____

Email: _____

Nominator's Signature _____

I certify that within the 12 months prior to this nomination, the nominee has had no formal disciplinary actions. I also support this nomination.

Nominee's Supervisor's Signature _____

Please submit this form along with the letter of nomination, and any additional letters of support to:
Wendy Stoneman-Shelby, Unit HR Administrator - MHC 1133 / wendys1@usf.edu.