

## **College of Health Professions Excellence in Performance Award: Policy and Procedures**

### **Purpose**

The College of Health Professions' Excellence in Performance Award is to recognize the staff member whose significant contributions through individual and team effort are instrumental in achieving the UAMS mission, and who best exemplifies the core values of integrity, respect, diversity, teamwork, creativity and excellence.

### **Core Values**

**Integrity** – We foster, encourage and expect honesty, accountability and transparency in pursuit of the highest ethical and professional standards in all that we do. We take responsibility for our performance, and will communicate our critical decisions to our employees, patients, students and stakeholders.

**Respect** – We embrace a culture of professionalism with respect for the dignity of all persons, honoring the unique contributions provided by a diversity of perspectives and cultures.

**Diversity** – We are committed to the importance of the diversity of UAMS leadership, faculty, staff and students in order to enhance the education of our students, reduce racial and ethnic health disparities in our state, and provide an environment in which all employees and views are welcomed.

**Teamwork** – We seek to create interdisciplinary, synergistic and collegial relationships characterized by honesty, collaboration, inclusiveness and flexibility.

**Creativity** – We encourage and support innovation, imagination, ingenuity, resourcefulness and vision.

**Excellence** – We strive to achieve, through continuous improvement and adherence to institutional policies and best practices, the highest quality and standards in all our endeavors.

The recipient of this award will receive an individual plaque, and his/her name will be added to a perpetual plaque of CHP Excellence in Performance Award winners located in an appropriate place in the college. Also included is a cash award of \$250.00 (amount may vary depending upon resources available).

### **Eligibility**

Nominees must be College of Health Professions staff members. Activities related to this award must have been performed while an employee of the CHP.

### **Procedure**

Candidates may be nominated by students, staff, alumni, or faculty members. The nomination should be in the form of a 300-word essay that addresses the impact the employee had made in the college using the core values of integrity, respect, diversity, teamwork, creativity, and excellence.

**Recipients of an award are not eligible for the same award within a two-year period (Recipient of 2013 award will be eligible for the same award in 2015).**

Nominations will be forwarded to the Associate Dean for Administrative Affairs. The Associate Dean will call a meeting of the Staff Recognition Development Committee (SRDC) to review applications and make recommendation to the Dean.

**Staff Recognition Development Committee (SRDC)**

The Staff Recognition Development Committee will be composed of:

- The current CHP recipient of the faculty Excellence in Service award, who will chair the committee
- A representative from Human Resources' Organizational Development
- A CHP Department Chair selected by the CHP Executive Committee
- A currently enrolled student (selected by the CHP Student Council)
- Immediate past recipients of the Excellence in Customer Service and Excellence in Performance awards

A SRDC member to recuse him/herself from the proceedings in the event he/she has what may appear to be, or actually is, a conflict of interest in the selection .

**Calendar**

First Friday in January	The Associate Dean for Administrative Affairs distributes the College's Excellence in Performance Award criteria and procedures to CHP department chairs and administrative staff. An announcement seeking nominations for the Excellence in Customer Service Award is distributed.
First Friday in February	The Associate Dean for Administrative Affairs sends reminders to the department chairs and administrative staff about the nomination deadline.
Second Friday in March	Nomination deadline—nomination forms must be received by the Associate Dean for Administrative Affairs by this date. Review by the SRDC begins.
First Friday in April	Deadline for selection of the Excellence in Performance Award recipient by ESAC. Recommendation to the Dean.
Spring Faculty & Staff Meeting	Award presentation.



University of Arkansas for Medical Sciences  
College of Health Professions

*Excellence in Performance*  
*Award*  
Nomination Form

**Nominator:**

Name: \_\_\_\_\_  
(Please print)

Faculty  Student  Staff  Alumnus/a

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Nominee:**

Name: \_\_\_\_\_  
(Please print)

Department: \_\_\_\_\_

The nomination form must include a 300-word essay from the person nominating the candidate, stating why the nominee should be considered for the award. The essay should highlight the nominee's accomplishments of individual and team effort in achieving the UAMS mission, and who best exemplifies the core values of integrity, respect, diversity, teamwork, creativity and excellence.

**Deadline for Receipt of Nominations: Second Friday in March.**