

Guidelines for Choosing Excellence Award Committee Members

Charge

The Excellence Award Selection Committee is responsible for choosing those staff members who represent the highest level of achievement at Brown University.

Composition

Key to a broad and inclusive slate of winners is the composition of the selection committee. Members will represent a cross-section of the University and membership will vary from year to year. The 12-member committee will be comprised as follows:

Who They Are	Coordinated By
Individual Brown contributors	Staff Advisory Council
HR Business Partners	University Human Resources
Mid-level managers*	University Human Resources
Members of standing Brown committees**	Committee Advisors

* Chosen from pool of graduates from the Leadership Certification Program

**i.e., Human Resources Advisory Board, URC, Diversity Advisory Board, etc.

Committee Eligibility

A diverse group of individuals with different backgrounds, job titles, perspectives, and insights will be asked to serve on the committee. Other eligibility requirements include:

- Employed at Brown for 3 or more years
- Proven commitment to professional development
- Demonstrated engagement in the Brown University community*
- Employee in good standing

*i.e., Service on standing Brown committees, participation in community service opportunities, volunteer at Brown University events or employee programs

Roles and Responsibilities*

Participation on the Excellence Award Selection committee involves:

- Reading approximately 110-120 individual and team nominations
- Evaluating each nomination to determine the impact of the accomplishment on the department and/or the University
- Recommending 15 candidates, outside of the committee member's organizational area
- Ensuring the top 15 candidates represent a broad range of departments and reflect the diverse Brown community
- Attending a 2-hour selection committee meeting to discuss the nominations

*NOTE: Excellence Award Selection Committee members may not nominate anyone for an Excellence Award. Also, Selection Committee members will be recused from the committee if they are nominated for an Excellence Award.