2016 Excellence Awards
Frequently Asked Questions

Q. Who is eligible to be nominated for an Excellence Award?
   A. All regular staff employees who are on the regular payroll are eligible to be nominated for an Excellence Award. Seasonal or intermittent employees are not eligible.

Q: Are faculty eligible for an Excellence Award?
   A. No - these awards are meant to recognize staff accomplishments only.

Q. Are union employees eligible?
   A. Yes.

Q: When should the work have been performed?
   A. The Excellence Awards recognize staff accomplishments during FY 2015-2016.

Q. What if a staff member started a project during FY 2015-2016, but hadn’t completed it by fiscal year end?
   A. Ideally, the work performed would have been accomplished during the last year. Realistically, however, work and projects overlap those dates. In general, a significant portion of the work should have taken place last year.

Q. What is the process for selecting Excellence Award recipients?
   A. A selection committee who represents the diverse Brown staff community will review and evaluate the nominations in late November.

Q. What is the amount of an Excellence Award for individuals and teams, and when will the recipients be recognized?
   A. Excellence Award individual recipients will receive a $2500 after-tax award and will also be recognized at B.E.A.R. Day on Tuesday, February 21, 2017. Team winners will receive an equal share of the $2500 net award; in the event of a large team, each team member will receive a minimum award of $500.

Q. Are there ways other than the Excellence Awards to recognize staff?
   A. Absolutely! Studies indicate that employees find personal recognition more motivational than money. By taking the time to get to know your staff, you will discover how each of them likes to be recognized. Recognition is most effective if it’s done soon after the accomplishment. Remember that a simple “thank you” for a job well done is always appropriate and will make your employee feel like a valued member of the department.

Q. As a department head, should I coordinate all nominations from my area?
   A. That is entirely up to you. However, consulting with your direct reports to proactively manage the nominations from your department ensures that the most deserving staff members are considered for an Excellence Award.
Q. Should I ask all my colleagues to submit individual nominations for the same candidate to increase his or her chances of winning an Excellence Award?

A. No. A single, well written nomination is all you need. However, you could include a list of all the colleagues who endorse the nomination.