DISTINGUISHED SERVICE AWARDS COMMITTEE POLICIES AND PROCEDURES

Click here for *Distinguished Service Award Nomination Form*

The Distinguished Service Award (DSA) is created for the purpose of University employees to recognize the outstanding and unusual contributions of their peers, which are clearly above and beyond the norm.

I. Purpose of the Distinguished Service Award

The "Distinguished Service Award" recognizes continuing and excellent service to and for Fort Hays State University and its mission in the following general areas:

A. Longevity – service on a permanent basis over a period of at least five (5) years.
B. Breadth – high quality contributions over the years.
C. Significance – motivated by dedication and commitment to Fort Hays State University.

II. Criteria for Distinguished Service Nomination:

A nominee for this award should have performed services in several of these areas. Greater weight is given to work that directly supports the mission of Fort Hays State University.

A. Contributions to students, faculty, and/or staff.
B. Contributions to department, school, administrative units, and/or University.
C. Innovative program, and/or management development, special contributions.
D. Professional achievements, awards, recognition.
E. Work with various campus groups, state/national groups, official appointment on any level, and/or community involvement as a representative of Fort Hays State University.
F. Other criteria that demonstrate distinguished service.

III. Procedures for Selection of Recipients:

A. Nomination Process:

1. Submission of nomination form and letter of nomination by nominator, not to exceed one typewritten page.
2. Submission of two additional letters of support from others, not to exceed one typewritten page. No more than two additional letters shall be accepted.

Note: Incomplete nominations shall be returned to the nominator by the Chair of the DSA Committee without action by the DSA Committee. The packet shall consist of the nomination form and three letters of support (resumes or vitas are not accepted and are not part of the packet). The letters must be responsive to the award criteria.

B. Any person is eligible who:

1. Is currently employed at Fort Hays State University.
2. Has been employed by Fort Hays State on a full time or part time benefits eligible position for a period of at least five (5) years and who is in an unclassified non-teaching position or an employee in a classified staff position. Nominees must have at least five (5) years of service as of July 1 of the nominating year.

3. Has not previously received this award.
4. College organizations may nominate individuals.
5. The nominee must be currently serving in the employee category for which they are nominated and have served in that capacity for a minimum of three years. However, individuals may be nominated in a former employee category for up to one year after they change categories.

IV. The recognition shall include the following awards:

A. President's Distinguished Service Award – Classified Staff
B. President's Distinguished Service Award – Unclassified Staff non-teaching

V. Award Process.

A. The DSA Committee chair will open nominations for the DSA from September 15 to October 15 of each year. The Committee will make the final decisions by November 15 of each year.

B. The Personnel Office will maintain all records of the DSA award and will make available the nomination packets for review by Committee members.

C. Committee members will read and rank all applications for consideration and will meet at least once to give their rankings for each candidate and to discuss the candidates. After the discussion the Committee will establish a composite ranking list. Candidates for each category will be ranked separately. The DSA Committee shall choose one candidate from each category to receive the award.

VI. The following criteria shall guide the DSA Committee in the selection of the individuals for the DSA.

A. Criteria:

1. Demonstrated dedication to the University.
2. Demonstrated excellence in carrying out their job responsibilities.
3. Demonstrated service to the University.

B. Examples of Distinguished Service:

1. Demonstrated exemplary service directly or indirectly to students.
2. Activities that are clearly related to the mission of the University.
3. Performs job in an exemplary manner and participates in other University related activities that are not part of the job duties.
4. Takes exceptional steps to provide high quality service to the University and community over an extended period of time.
5. Through community activities or related professional activities brings positive exposure to the University or as an expert in a field and is contacted for this expertise and brings positive exposure to the University over an extended period of time.

C. Examples of Extraordinary Performance.

1. Develops a new process or procedure that increases service levels to students, faculty, staff, the community, or University or saves the University extraordinary resources in terms of time, money or other resources.
2. Involved in the community in a way that brings extraordinary and exceptionally positive recognition to the University.
3. Receives national or international recognition for work related to the University.

VII. Composition and Operation of the DSA Committee.

A. Composition:

Members of the Committee will be replaced as needed. Every effort will be made to maintain appropriate representation. The members of the Committee shall determine how to fill vacancies as they occur and shall appoint the members of the Committee.

B. Chair:

The chair of the DSA Committee shall be rotated among the members of the committee. Each person shall hold the chair position for one academic year. The chair of the DSA Committee shall not be eligible for an award. The chair shall be eligible to vote. If a member of the DSA Committee is nominated for the DSA the committee member must resign and be replaced.

C. Operation:

Staff of the Personnel Office will provide support to the DSA Committee. Records of the DSA shall be maintained in the Personnel Office. In addition, the Personnel Office shall be responsible for coordinating the:

A. Preparation of certificates with University Relations.
B. Payment of the cash award with the President's Office.
C. Preparation of the letters and certificates for the nominees with the President's Office.

VIII. Award:

A. A certificate indicating the award will be presented to the recipient at the annual University Holiday Party.

B. The award will carry a cash award. It will be subject to applicable payroll taxes and withholding. The cash award will not become part of the recipient's base salary. The DSA Award cash award shall be $500.00.

C. A letter from the University President shall be issued to each individual nominated for the DSA.