



UTAH VALLEY UNIVERSITY  
Policies and Procedures

<b>POLICY TITLE</b>	University Awards of Excellence	<b>Policy Number</b>	113
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	June 21, 2024
<b>Subsection</b>	Governance and Organization	<b>Effective Date</b>	June 21, 2024
<b>Responsible Office</b>	Office of the President		

**1.0 PURPOSE**

1.1 University Awards of Excellence (UAE) are used to recognize and reward exceptional employee achievements, contributions, and service to the Utah Valley University community as an important part of the University’s commitment to excellence.

**2.0 REFERENCES**

- 2.1 UVU Policy 162 *Title IX Sexual Harassment*
- 2.2 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*
- 2.3 UVU Policy 326 *Workplace Conduct*
- 2.4 UVU Policy 371 *Performance Management and Development for Full-time Staff Employees*
- 2.5 UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 2.6 UVU Policy 648 *Faculty Personnel Reduction*
- 2.7 UVU Policy 649 *Faculty Sanction and Dismissal for Cause*

**3.0 DEFINITIONS**

- 3.1 **Employee:** A person employed by the University in a staff or faculty position.
- 3.2 **Good standing:** For the purposes of this policy, an employee is considered in good standing if People and Culture verify that the employee meets the established criteria before nominations are finalized (see section 5.2 for criteria).
- 3.3 **University Awards of Excellence (UAE):** Refers to the highest level of annual awards at UVU and is used to recognize and reward exceptional employee achievements, contributions, and service to the university community.



**3.4 Awarding entity:** Refers to the following two university bodies or individuals authorized to bestow a UAE: (1) Board of Trustees and (2) Office of the President.

## **4.0 POLICY**

**4.1** University Awards of Excellence (UAE) are awarded by the Board of Trustees and the President.

**4.2** The Office of the President is responsible for UAE and works with People and Culture to ensure equity and fairness in following the procedures and criteria for employee nominations, eligibility, selection, and awarding of UAEs.

**4.3** Employees may be awarded a UAE once every three years. There is no limit on the number of times an employee may be nominated for any UAE.

**4.4** A UAE does not guarantee an employee continued employment or promotion, such as faculty advancement in rank or tenure.

**4.5** Members of a given awarding entity shall not award a UAE to any person who is a voting member of their current awarding entity.

**4.6** For all other employee awards the award title may not include the word “excellence.”

**4.7** No other award at the University may be equal to or exceed the monetary amount of the Presidential Award of Excellence in a given year.

## **5.0 PROCEDURES**

### **5.1 University Awards of Excellence Categories**

**5.1.1** The categories for the University Awards of Excellence are as follows: (1) Board of Trustees awards and (2) Presidential awards.

### **5.2 Minimum Eligibility Requirements for University Awards of Excellence**

**5.2.1** To be eligible for a UAE, the employee must be in good standing by meeting the criteria below; the employee’s good standing must also be verified by People and Culture.

**5.2.1.1** For faculty, the nominee for the Board of Trustee and Presidential Awards must have been employed for at least two years at the University and must not have received a rating of Sometimes Meets Expectations or Does Not Meet Expectations in the review categories of service, teaching, or scholarship within the last two annual review cycles.



**5.2.1.2** For staff, the nominee for the Board of Trustee and Presidential Awards must have been employed for at least two years at the University and must not have received a rating of Sometimes Meets Expectations or Does Not Meet Expectations within the last two annual review cycles.

**5.2.1.3** In the last two years, the nominee has had no impending, imposed, or agreed upon sanctions, or formal performance measures per UVU Policies 162, 165, 326, 371, 635, 648, 649 or other applicable university policies.

**5.2.1.4** The nominee is current on all annual trainings in the most recent annual review cycle required by President’s Council and annual review and compliance action items.

**5.2.2** The employee must be employed in an eligible position for the award (see Table 1 below).

**5.3 Number of Awards**

**5.3.1** The following table explains how many awards each granting entity or officer can administer, as well as the compensation for each award as a percentage of the Trustees' award.

**Table 1: University Awards of Excellence**

Granting Entity, or Officer	Award Category	<u>Range and Maximum Number of UAE</u>	Compensation as a Percentage of Trustees Award
Trustees Award	Faculty/Staff Full Time	<u>Up to 5* awards</u>	100%
Presidential Award	Faculty/Staff Full Time	<u>Up to 5* awards</u>	80%

*\*The Board of Trustees and the President may grant additional awards at their discretion in exceptional circumstances.*

**5.4 Compensation and Funding**

**5.4.1** The compensation provided with awards may not exceed the applicable percentage of the amount awarded in the Board of Trustees UEA (see Table 1 in section 5.3). President’s Council determines the actual award amount for the Board of Trustees award. Any change to the amounts requires a vote by President’s Council.

**5.4.2** Funding for the Board of Trustees and Presidential Awards of Excellence is provided centrally from university funds.

**5.4.3** Awards are given as a one-time payment, processed through payroll, and are subject to all applicable tax withholdings, laws, and benefits.



### 5.5 Awards of Excellence Nomination Procedures

5.5.1 Deadlines for nominations will be published annually on the UAE website by November 1.

5.5.2 Nominations for UAE are submitted to the awarding entity or officer according to their approved format.

### 5.6 Awards Notification and Presentation Procedures

5.6.1 The awarding entity or officer will notify and invite UAE recipients to participate in the annual Awards of Excellence event, where the Board of Trustees and Presidential awards are presented.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
April 21, 2011	Regular policy approved.	UVU Board of Trustees
November 29, 2022	Temporary policy approved.	UVU Board of Trustees
June 21, 2024	Regular policy approved.	UVU Board of Trustees