



UTAH VALLEY UNIVERSITY

Policies and Procedures

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| POLICY TITLE | Distinguished University Awards | Policy Number | 117 |
| Section | Governance, Organization, and General Information | Approval Date | December 5, 2024 |
| Subsection | Governance and Organization | Effective Date | December 5, 2024 |
| Responsible Office | Office of the Vice President of People and Culture | | |

1.0 PURPOSE

1.1 Distinguished University Employee Awards, which encompass the Provost, Professional Association of Campus Employees (PACE), Faculty Senate, deans, and divisional awards, are used to recognize and reward exceptional employee achievements, contributions, and service to the Utah Valley University community in their respective areas.

2.0 REFERENCES

2.1 UVU Policy 113 *University Awards of Excellence*

2.2 UVU Policy 162 *Title IX Sexual Harassment*

2.3 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

2.4 UVU Policy 326 *Workplace Conduct*

2.5 UVU Policy 371 *Performance Management and Development for Full-Time Staff Employees*

2.6 UVU Policy 633 *Faculty Performance Evaluation and Feedback*

2.7 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

3.0 DEFINITIONS

3.1 **Annual required trainings:** Trainings required by President’s Council. Found in UVU’s Learning Management System, these courses include but are not limited to UVU Cybersecurity, UVU FERPA Training, Title IX and Sexual Harassment, Workplace Conduct, and Conflict of Interest.



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3.2 Distinguished University Employee Awards: Refers to the Provost, Faculty Senate, PACE, deans, and divisional awards that are exceeded only by University Awards of Excellence (UAE) in recognizing and rewarding exceptional employee achievements, contributions, and service.

3.3 Employee: For the purposes of this policy, any individual employed part- or full-time in any capacity by the University.

3.4 Good standing: For the purposes of this policy, an employee is considered in good standing if the employee meets the established criteria before nominations are finalized (see section 5.2 for criteria).

4.0 POLICY

4.1 The Provost, PACE, Faculty Senate, deans, and divisions bestow the Distinguished University Employee Awards. These awarding entities work with People and Culture to ensure equity and fairness in following the procedures and criteria for employee nominations, eligibility, selection, and awarding of Distinguished University Employee Awards as set forth in this policy.

4.2 Employees may be awarded a Distinguished University Employee Award once every three years. There is no limit on the number of times an employee may be nominated for a Distinguished University Employee Award.

4.3 Any employee who receives a University Award of Excellence (UAE) (see Policy 113) is ineligible to be nominated for or receive a Distinguished University Employee Award for that year.

4.4 A Distinguished University Employee Award does not guarantee an employee continued employment or promotion, such as faculty advancement in rank or tenure.

4.5 Members of the awarding entities shall not award a Distinguished University Employee Award to any person who is a current voting member of their awarding entity. (See Table 1 for a specific list of awarding entities.)

4.6 The term *distinguished* cannot be used in the titles of any other employee awards across the University.

4.7 No other award at the University (other than UAE) may be equal to or exceed the top monetary amount of the Distinguished University Employee Awards in a given year.



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5.0 PROCEDURES

5.1 Distinguished University Employee Awards Categories

5.1.1 The award categories for the Distinguished University Awards are as follows: (1) Provost, (2) Faculty Senate awards, (3) PACE awards, (4) deans awards, (5) divisional awards.

5.2 Minimum Eligibility Requirements for Distinguished University Awards

5.2.1 To be eligible for a Distinguished Employee Award, the employee must meet the awarding entity's award criteria and must be in good standing by meeting the criteria below.

5.2.2 Nominees must have been employed for at least one year at the University.

5.2.3 In the last two years, the nominee has had no pending, imposed, or agreed upon sanctions, or formal performance measures per UVU Policies 162, 165, 326, 371, or other applicable university policies.

5.2.4 The nominee is current on all annual required trainings and compliance action items in the most recent annual review cycle.

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

5.3 Number of Awards per Category

5.3.1 Each awarding entity may determine the number of Distinguished University Employee Awards it will give; however, each entity must follow the prescribed compensation amounts for at least one primary award. (See Table 1 in section 5.4.) For any additional awards, the entity may compensate up to that amount.

5.3.2 Awarding entities are required to conduct full-time employee awards; awards for part-time employees are optional and are at the discretion of the awarding entities.

5.4 Compensation and Funding

5.4.1 The following table explains the compensation for each award as a percentage of the Board of Trustees award.



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Table 1: Distinguished University Employee Awards

| Granting Entity or Officer | Award Category | Compensation as a Percentage of Board of Trustees Award |
|----------------------------|-------------------------|---|
| Provost | Full-Time Faculty/Staff | 70% |
| | Part-Time Faculty/Staff | Between 35%–49% |
| Faculty Senate | Full-Time Faculty | 60% |
| | Part-Time Faculty | Between 30%–42% |
| PACE | Full-Time Staff | 60% |
| | Part Time Staff | Between 30%–42% |
| Deans | Full-Time Faculty/Staff | 60% |
| | Part-Time Faculty/Staff | Between 30%–42% |
| Divisional | Full-Time Faculty/Staff | 60% |
| | Part-Time Faculty/Staff | Between 30%–42% |

5.4.2 The compensation provided with awards may not exceed the applicable percentage of the amount awarded in the Board of Trustees UAE (see Table 1). President’s Council determines the actual award amount for the Board of Trustees award. Any change to the Distinguished University Employee Award amounts requires a vote by President’s Council.

5.4.3 Compensation for part-time awards will be based on the number of hours worked by the employee. For employees who work up to 20 hours a week, their award amount will be the lesser of the part-time range. For employees who work between 21 and 28 hours a week, their award amount will be up to the higher end of the part-time range.

5.4.4 Funding for Distinguished University Employee Awards in the categories of Faculty Senate and PACE is provided centrally by university funds. Funding for the categories of Provost, deans and divisional is provided by the awarding entity. Any change of funding source requires a vote by President’s Council.

5.4.5 All awards are given as a one-time payment, processed through payroll, and are subject to all applicable tax withholdings, laws, and benefits.

5.5 Nomination, Verification, and Awards Procedures

5.5.1 The Distinguished University Employee Awards will be open and awarded in Spring semester.

5.5.2 Nominations for Distinguished University Employee Awards are submitted to the awarding entity or officer according to their approved format and their posted deadlines and procedures



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5.5.3 Nominations for the Provost awards are open to all employees who meet the established criteria.

5.5.4 People and Culture must verify the employee’s good standing; Academic Affairs, deans, and chairs must verify a faculty member’s good standing. Once an employee’s good standing has been verified, the awarding entity can proceed with the nomination.

5.6 Awards Notification and Presentation Procedures

5.6.1 The awarding entity will notify and invite Distinguished University Employee Award recipients to participate in a ceremony of recognition organized by that entity.

| POLICY HISTORY | | |
|----------------------------|----------------------|---------------------------|
| Date of Last Action | Action Taken | Authorizing Entity |
| December 5, 2024 | New policy approved. | UVU Board of Trustees |