

Basic Recognition Program Template

Recognition Program Name:

Program Duration: *(Is this a one-time program or ongoing?)*

Department Mission, Vision, Values: *(While including this in the program document is optional, it is critical that your program align with your department's mission, vision and values.)*

Recognition Awards: *(List as many as determined with the following information)*

Recognition Category: *(May include one or more of the following categories: Merit (excellence), Length of Service, Safety, or Participation) Keep in mind these have specific definitions according to the PSC Procedural Statement: "Recognition and Training." Merit (or excellence) is the most common category for recognition.*

Who is Eligible for the Award: *(Remember to be specific, e.g. classified and university staff, faculty, students, or several types.)*

Recognition Description and Criteria to meet: *(Criteria should be specific and easily identifiable. Refer to the PSC Procedural Statement: Recognition and Training for examples.)*

Individual Award to be Given, Individual Cost Limits or Range: *(What is to be awarded, e.g. cash, gift card, etc., and what is the award limit or range)*

How often Award is Given: *(Annually, Monthly, as needed. It can be a combination of several.)*

Description of Overall Nomination and Selection Method: *(This can be used for all of the recognition awards, or can be described for each individual award to allow variation in the selection method.)*

Description of Overall Program Cost, Limits and/or Range: *(Some VC areas require description of the source of funds for awards).*

Approval:

Departmental Approval: (signature) _____

Human Resources Approval: (signature) _____

Officer Approval: (signature) _____