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) ________________________________________________