In November 2005, the Staff/Administrator Development Team (Team) was charged with the "responsibility for the development and designation of a staff award." To fulfill this charge, the Team submits the following proposal for the establishment of a University of Detroit Mercy Commitment to Excellence Award.

Rationale

The University of Detroit Mercy is fortunate to have employees who possess and exhibit outstanding qualities and who are committed to the success of its future. They are truly what make this institution great and are deserving of recognition. The members of the Team were pleased to receive the charge to develop and designate a staff award for the following reasons:

- Recognition is a critical component of the retention of effective, dedicated employees.
- Rewarding such employees makes recognition more meaningful.
- The University should recognize and reward outstanding staff and administrative employees in a manner comparable to that which is done for its excellent faculty.
- This award would be an investment in the future of the University as well as in our employees.

Eligible Recipients

All full-time staff (non-exempt) and administrative (exempt) employees of the University are eligible. The Staff and Administrator Development Team, in consultation with the Associate Vice President for Human Resources, will be responsible for the selection of three recipients each year:

- One staff and one administrative employee with two or more years of service.
- One staff or administrative employee with less than two years of service. This person would receive the Commitment to Excellence Rising Star Award.

Any individual or group may nominate a person(s) for the award. Deans and vice presidents will ensure that at least two employees are nominated from their area. (NOTE from Task Force: this last sentence was never implemented)
Awards

A large award will be placed in the Office of Human Resources/Payroll and updated annually with the etched names of the recipients and the year awarded.

Each recipient will receive a monetary award, a certificate, and a smaller replica of the award in HR that is engraved with their name, the name of the award, and the year it was awarded.

Nominees will receive a certificate with pin and a letter of acknowledgement from the Office of Human Resources/Payroll or the President. (NOTE from Shared Governance Task Force: this part of proposal was not accepted)

A luncheon will be held for all recipients and nominees. (NOTE from Shared Governance Task Force: this part of proposal was not accepted)

Criteria and Selection Process

Nominees will be considered based upon the following criteria:

- The recipient carries out his/her responsibilities professionally and collaboratively, providing excellent service to all those with whom he/she works and serves.
- The recipient promotes the mission of the University and the goals of his/her college, school or department.
- The recipient takes initiative in his/her work, often going above and beyond what is required.
- The recipient is dedicated, aware and approaches work life with a positive attitude.

The award will be announced at the Fall Convocation with complete information being communicated via e-mail and Campus Connection shortly afterward. The deadline for nominations will be October 1st. Awardees will be selected by December 1st. Awarding will take place at the University Christmas/Employee Recognition Party in December.

Budget

In keeping with other University awards, the Team proposes the following budget:

*First Year*

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,500</td>
<td>Three monetary awards of $1,500 each</td>
</tr>
<tr>
<td>375</td>
<td>Three small crystal pieces with etching</td>
</tr>
<tr>
<td>600</td>
<td>Large crystal bowl on stand with etching</td>
</tr>
<tr>
<td>500</td>
<td>Certificates with pins for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)</td>
</tr>
</tbody>
</table>
1,000 Luncheon reception for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)
500 Display case
$7,475 Total

Subsequent Years

$4,500 Three monetary awards of $1,500 each
375 Three small crystal pieces with etching
100 Etching and plates for award display
500 Certificates with pins for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)
1,000 Luncheon reception for 50 (NOTE from Shared Governance Task Force: this part of proposal was not accepted)
$6,475 Total (subject to inflation)

We would welcome the opportunity to provide any additional information or address any questions or concerns with regard to the above proposal.

Respectfully submitted,

The Staff/Administrator Development Team:

Yvonne King and Karen Martin, Co-Chairpersons
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Elissa Clemons
Russell Heatwole
Connie Stier
Sally Young