

KEYS TO EXCELLENCE AWARD



The Keys to Excellence Award was established to recognize and reward outstanding service and achievement within the Texas A&M University Division of Finance. This award was designed to provide special recognition to six (6) individual staff members and one (1) team whose distinguished achievement, attitude, dedication, enthusiasm and team spirit exemplify the spirit of Texas A&M University and commitment to the Division Core Values and Service Excellence.

ELIGIBILITY:

- All classified and nonclassified employees, except those with titles of Vice President, Associate Vice President, Assistant Vice President, or Director.
- Individuals must be a full-time employee and budgeted at least 50% time at Texas A&M University.
- A list of eligible departments for Individuals and Teams can be found on the Division of Finance Organizational Chart at <http://finance.tamu.edu>.

CRITERIA:

The selection considers, but is not limited to, the following criteria:

- *Commitment to Job Excellence.* Demonstrates performance and commitment to the job and customer service that is consistently outstanding and frequently outside the normal scope of prescribed duties. Contributes to the Division in areas outside of job responsibilities.
- *Leadership.* Exhibits leadership qualities “within the context of his/her position responsibilities.” Effectively makes decisions and uses resources wisely.
- *Innovation and Initiative.* Shows independent action and resourcefulness. Encourages new ideas and creativity. Facilitates, supports, and/or leads continuous improvement initiatives.
- *Support for Quality of Worklife.* Creates a supportive work environment by encouraging professional development, teamwork, appropriate delegation, problem-solving, opportunities “within the context of his/her position responsibilities” and concern for others. Encourages co-workers and customers to contribute to discussion and decision making.

- *Exemplifies Commitment to Finance Core Values.* **Integrity:** Uncompromising commitment to do the right thing. **Customer Focus:** Treating our internal and external customers with courtesy and respect, while exceeding their expectations. **Communication:** Exchanging ideas, plans and decisions in an open, respectful, consistent, collaborative and timely manner. **Accountability:** Taking ownership and responsibility for one's decisions and actions. **Employee Focus:** Providing an environment in which employees are valued and given the opportunity to excel. **Quality:** Delivering accurate, timely, consistent, and data-informed services that meet customer needs.

SELECTION PROCESS:

An anonymous committee appointed by the Vice President for Finance and Chief Financial Officer will review and select the award recipients.

NOMINATION MATERIALS:

A Nomination Form – which can be found at <http://finance.tamu.edu/vp/keys.asp> and can be submitted online or you may print and submit the completed form with the nomination packet.

No more than three, one-page letters of endorsement or other documentation for the nominee/team. Individuals submitting recommendations should be familiar with the nominee's/team's contributions to Texas A&M University and indicate their association with the nominee/team.

Nomination packets should be submitted online or in triplicate and in a mailer marked confidential to: Keys to Excellence Awards, General Services Complex, Suite 1201, Texas A&M University, College Station, Texas 77843-1255, Mail Stop 1255 **no later than Thursday, December 22, 2011 at 5:00 p.m.**

AWARDS AND RECOGNITION:

The Keys to Excellence Awards will be presented on **Wednesday, March 7, 2012**, in the **General Services Complex, 101A at 9:00 a.m.** with a reception to follow.

Recipients of individual awards will be awarded \$500 and a memento to commemorate the occasion. Recipients of the team award will be awarded \$100 each and a memento to commemorate the occasion.

[View past winners here](#)