Rewards and Recognition Policies and Procedures

In the spirit of MUSC Excellence, the College of Health Professions’ Staff Rewards and Recognition Program recognizes and rewards staff year-round for exemplary performance and significant accomplishments. Selection of all Staff Awards will incorporate the importance of recognizing those who have excelled in one or multiple areas of the MUSC Pillar Goals (Quality, Service, People, Growth and Finance) and/or exemplified behaviors incorporated within the College’s Core Values (Collaboration, Creativity, Diversity, Excellence, Integrity).

The Rewards and Recognition Committee:

1. The committee consists of the following nine (9) members:
   a. Staff Congress Chair
   b. Staff Congress Co-chair
   c. Administration Representative
      i. Administrative Support Team
      ii. Executive Support Team
   d. Clinical Education Representative
   e. Representative from two combined shared services teams:
      i. Development Team
      ii. Instructional Technology Representative
   f. Finance Representative
   g. Research Administration Representative
   h. Student Affairs Representative
      i. Student Life Team
      ii. Student Services Team
   i. Faculty Representative

2. The Staff Congress Chair serves as the R & R Committee Chair for his/her annual term in office.

3. Committee membership is voluntary and open to all eligible staff members. The faculty representative also serves on a volunteer basis.
4. Committee members serve a maximum of two consecutive years. After a one-year hiatus, they are eligible to rejoin the Committee. Each term follows the fiscal year, July 1 to June 30.

5. The committee meets once a month, as needed. A vote can be determined via email if the committee agrees not to meet in person.

6. All committee members receive access to a Box folder, which houses the Rewards and Recognition Committee notes and records.

7. All committee members receive access to the Rewards and Recognition email address. chp-rewards-recognition@musc.edu

8. Contact IT to add or remove new members to Box and access to the Rewards and Recognition Committee, as needed.

**Responsibilities of Committee Members:**

1. **Committee Chair**
   a. Lead the meetings and maintain a record of votes from the committee members.
   b. Contact the Dean’s Administrative Coordinator to confirm time has been allocated for the Dean to present the monthly Staff Excellence Award(s) at the Faculty and Staff meeting.
   c. Provide a summary of staff awards to the Director of Executive Operations and Project Management for the Annual Report.
   d. Communicate with the Showcasing Success Committee members regarding annual staff award winners and the Finance Administrative Coordinator I in the Dean’s Office regarding plaques and financial payment for Staff of the Year and Volunteer of the Year.
   e. Communicate with the CHP Multimedia Communications Manager to confirm pictures taken of staff award winners at the Showcasing Success ceremony to be included in a future Catalyst edition.

2. **Committee Members**
   a. Attend monthly meetings. Historically, they have been the second Thursday of each month.
   b. Review nominations and submission of vote for Staff of the Month Award and annual staff awards. All nominations are submitted to the Rewards and Recognition email address. chp-rewards-recognition@musc.edu
   Members determine who will be responsible for the following actions:
   c. Serve as the Historian and track who wins each Staff of the Month and who has been nominated, Staff of the Year, Team of the Year, and
Volunteer of the Year awards. These records are maintained in the Box folder.
d. Send out monthly meeting calendar requests to committee members.
e. Provide the Director of Executive Operations and Project Management with the write-ups of the monthly Staff Excellence winners for the Dean’s Newsletters.
f. Prepare certificates for Staff of the Month winners. These are to be signed by the Dean.
g. Email the nominees to notify them they’ve been nominated and include a copy of the nomination letter. Indicate the upcoming Faculty and Staff meeting in which they would be recognized. Email the nominee confirming the nomination was received and encourage attendance at the Faculty and Staff meeting in which the Staff Awards are announced.
h. Obtain gift cards and signature sheet from the Finance Administrative Coordinator I in the Dean’s Office.
i. Provide a write-up of the awards being recognized to the Dean’s Administrative Coordinator prior to the Faculty and Staff meeting. The write-up should include 1) a list of all nominees, 2) the winner, and 3) a brief summary of the winner’s nomination. The Dean will read this at the meeting.
j. If a committee member is nominated for an award, s/he should recuse her/himself from voting.

**Eligibility for CHP Staff Awards:**

All CHP staff currently employed by MUSC are eligible for awards, including temporary, research, and post-TERI staff. Staff may be nominated by anyone within MUSC.

1. **Staff of the Month Award**
The Staff of the Month Award winner is chosen based on pillar goal accomplishments as well as other contributions to the college.
   a. Pillar goals include the following criteria:
      i. **People** - Give examples of what the staff member does to create an environment that is conducive to high morale and productivity.
      ii. **Service** - Describe the way this staff member helps provide high quality services to students, alumni, and our community.
      iii. **Quality** - Elaborate on activities the staff member has engaged in to achieve the highest standards of excellence for our College.
      iv. **Growth** - Discuss how this staff member has worked to create new or expanding opportunities that benefit the College.
v. **Finance** - Describe this person’s efforts to maintain and enhance fiscally sound practices that will sustain the College's ability to operate and grow its strategic mission and vision.

b. Nominations should include an explanation of the “win” and can be submitted by any faculty, staff, or student.

c. The Rewards and Recognition Committee will select the Staff of the Month Award recipient from those who have been nominated.

d. Each winner receives a $50 gift card and an award certificate and will be recognized at the bi-monthly Faculty and Staff meetings.

2. **Staff of the Year Award**

a. One Staff of the Year is recognized annually for outstanding, sustained performance.

b. Nominations are solicited from all Faculty and Staff and must include a letter of support highlighting work done within the previous fiscal year.

c. Staff are ineligible to be nominated if s/he has not been employed for at least 12 months or has won the annual award within the past two fiscal years.

d. The Rewards and Recognition Committee will select the Staff of the Year Award recipient from the nomination letters received.

e. The winner is recognized at the annual Showcasing Success Faculty and Staff Ceremony and will receive $1000, a plaque, free parking for one year in a preferred garage, and a picture in the Catalyst.

3. **Team of the Year Award**

a. One Team of the Year award is presented to the team that best exemplifies the ideals of MUSC Excellence.

b. This award is not limited to shared services teams but could be an ad hoc team and/or could include faculty.

c. The team must not have been the recipient of the Team of the Year Award within the past two fiscal years.

d. Nominations are solicited from all Faculty and Staff and must include a letter of support highlighting work done within the previous fiscal year.

e. The Rewards and Recognition Committee will select one Team of the Year from the nomination letters received.

f. The winning team is recognized at the annual Showcasing Success Faculty and Staff Ceremony and receives lunch with the Dean, a $50 gift card for each member, a perpetual plaque, and a picture in the Catalyst.
4. **Volunteer of the Year**
   a. One staff Volunteer of the Year is recognized annually for excellence in community service/volunteer work within CHP, MUSC, and the local community.
   b. Nominations are solicited from all Faculty and Staff and must include a letter of support highlighting work done within the previous calendar year.
   c. Staff are ineligible to be nominated if s/he has not been employed for at least 12 months or has won the annual award within the past two fiscal years.
   d. The Rewards and Recognition Committee will select one Volunteer of the Year from the nomination letters received.
   e. The winning staff member is recognized at the annual Showcasing Success Faculty and Staff Ceremony and will receive $1000, a plaque, and a picture in the Catalyst.
   f. The individual must not have been the recipient of the Volunteer of the Year award within the past two fiscal years.

Please note:

If there are any updates or changes to this policy and procedure manual, the following areas need to be notified:

1. The Dean’s Office for them to have a record on file
2. The CHP Web Page master to update the new link to the Staff Congress web page
3. Place the updated copy in the Rewards and Recognition Box Folder
4. The established email for nominations to be submitted:  
   chp-rewards-recognition@musc.edu