



CAMPUS SERVICES - EMPLOYEE OF THE QUARTER RECOGNITION COMMITTEE CHARTER

PURPOSES:

In ZU we like to establish a recognition program for individual staff personnel. Specifically, recognition is given to an "Outstanding Employee" four times per year. The **Employee of the Quarter Recognition Committee (EQRC)** serves as a standing advisory committee of Campus Services Department whose purpose is to solicit and evaluate nominations, and make advisory recommendations to its Director regarding selection of individuals as the outstanding "Employee of the Quarter."

As a Standing Committee, the sponsor of the **EQRC** is the **Director** of Campus Services. The empowerment limits of the committee are to review, recommend, and advise the Director of Campus Services.

MEMBERSHIP:

The pilot committee comprises of two members: the **Director** and **Associate Director** of Campus Services. The recipients of the first two quarters, upon approval by the Director automatically become members of the screening body to determine the award recipient of the remaining quarters who will eventually complete the committee and the Director as the chairperson.

Each year, the four quarterly recipients from the previous year, upon approval by the Director of Campus Services, automatically become members of the committee for a one-year term. Unanticipated vacancies on the committee will be filled by the Director. All terms end on June 30 of the year indicated in the term of appointment. All members of the committee serve voluntarily and at the pleasure of the Director of Campus Services.

PROCEDURES AND CRITERIA:

- (1) Only full-time regular (permanent or with special contract) classified staff (employees without faculty rank) may be considered for the outstanding "**Employee of the Quarter**" award.
- (2) The Employee of the Quarter Recognition Committee will review written nominations submitted by staff and choose the individual to be recommended to receive the quarterly award. The committee's selection of the "Employee of the Quarter" will be based upon the individual's major accomplishments and outstanding contributions to ZU during the calendar quarter for which nominees are being considered.
- (3) Staff can nominate only **one** individual for a given quarterly award, and only full-time regular (permanent or with special contract) employees are eligible to submit nominations. A person submitting a nomination must give justification for that nomination, explaining why the nominee is deemed worthy to receive this special recognition. All nominations must be submitted in response to the quarterly call for nominations issued by the committee. Nominations must be submitted in sealed envelopes or by verifiable e-mail to the chairperson (Director), who brings all nominations received to the full committee for review and consideration. Nominations that lack justification and/or signature or are otherwise unverifiable will be automatically disqualified.

(4) The committee chair (Director) will communicate the name of the committee's recommendation choice and will make the announcements and recognitions of the recipient. Individual awards will consist of a personal letter of congratulations from the Director, a certificate honoring the " **Employee of the Quarter**" and engraved name which will be posted on the **INTEGRITY BOARD** {sample below} together with his/ her photo and will be featured on the department's newsletter.

Most importantly the announced winners of the quarters upon review and recommendation by the committee will have a chance to be included for the nomination for **Zayed University's Staff of the Year award**.

- *Due to deadline of submission for the Staff of the year, only the recipient of the first three quarters will be possibly considered for the coveted award and again upon review and recommendation of the committee. Recipient of the last quarter's award will be considered on the subsequent year.*

(5) Employees may be selected more than one time as the "Outstanding Staff Employee of the Quarter," but not during a single award year.

(6) Committee members are ineligible for nomination for a quarterly award for the duration of their service on the committee.

(7) The committee will keep the summarized minutes of meeting, because of the nature of the work of the committee, and in the interest of protecting the dignity and privacy of the award nominees, the minutes will be edited to reflect only the general.

“INTEGRITY BOARD”



جامعة زايد
ZAYED UNIVERSITY

CAMPUS SERVICES
Employee of the Quarter Award
Academic Year 2012- 2013

Photo

{Name}

September 2012 – November 2012

Photo

{ Name}

December 2012 – February. 2013

Photo

{Name}

March 2013 – May 2013

Photo

{Name}

June 2013 – August 2013