

November 5, 2010

MEMORANDUM

TO: Texas A&M University Staff Members

SUBJECT: President's Meritorious Service Awards

I am pleased to announce the President's Meritorious Service Awards; an award program developed to recognize and reward staff member's outstanding contributions to the University. Four individual award recipients will receive \$500 cash and a commemorative plaque. One outstanding work team will be recognized with a team commemorative plaque. Each team member will receive a framed certificate and a cash award of \$100.

Please take a moment to review the program requirements and consider nominating a worthy staff member, or worthy team. Eligibility requirements and nominations guidelines are listed below.

Nomination Period:

The President's Meritorious Service Awards program nominations will begin Monday, Friday, November 5th. Nominations must be received by the Human Resources Department no later than 5:00 p.m. Thursday, December 2nd.

Who can nominate:

Any member of the TAMU-Commerce faculty or staff can submit a nomination.

Award Eligibility:

An individual nominee must:

- Be a member of the TAMU-Commerce staff (persons holding faculty rank are not eligible).
- Have a minimum of two years of service with TAMU-Commerce.
- Be below the level of Department Head or Director.
- Be budgeted at least 50% with TAMU-Commerce at the time of nomination.
- Must have a current positive performance appraisal on file in Human Resources as of September 1st, 2010.

Individuals nominated as members of a team must:

- Be a member of the TAMU-Commerce staff (persons holding faculty rank are not eligible).
- Be below the level of Department Head or Director.
- Be budgeted at least 50% with TAMU-Commerce at the time of nomination.
- A majority of the team members must have a minimum of two years of service with TAMU-Commerce.

Awards Ceremony:

Awards will be presented at the President's Holiday Reception on December 15, 2010.

Nomination forms are available on the Human Resources website at http://www.tamu-commerce.edu/hreeo/form/PMSA_Nomination_Form.doc Questions concerning staff awards may be referred to Rex Giddens at Rex_Giddens@tamu-commerce.edu or 903-886-5041.

Bob Brown
Vice President for Business and Administration