MELLON COLLEGE OF SCIENCE

STAFF RECOGNITION AWARDS COMMITTEE
BY-LAWS

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I. PURPOSES AND OBJECTIVES

- To coordinate a program that will acknowledge and reward staff members whose job performance and dedication to the Mellon College of Science merits special recognition.

- To promote an environment within the Mellon College of Science community in which each staff member can feel a sense of belonging and ownership.

- To instill a positive, optimistic atmosphere for the purpose of promoting mutual understanding and cooperation between staff and the rest of the members of the Mellon College of Science and university communities.

II. MEMBERSHIP

Number: Eight (8) voting members, including 1 faculty or special faculty member (no more than 3 members from any one department). One (1) ex-officio, non-voting member.

Terms: Members are appointed to staggered, two-year terms. No more than two consecutive terms are permitted. One may be reappointed as a member after two years since his/her termination.

A representative of Human Resources will serve as the ex-officio, non-voting member.

In the event that any committee member cannot complete his/her term, that seat will remain vacant until the next full year term.

Each term begins on July 1 and ends on June 30.
Responsibility: The Committee is responsible for preparing a budget for the program to be approved by the Dean of MCS. In addition, the Committee is responsible for adhering to the established budget. The Dean must approve any additional funding.

The Committee is responsible for the organization of the Awards Ceremony.

Officers:

Chairperson
A Chairperson will be elected from voting members each year, preferably from members who have completed one year of their two-year term.

The primary duties of the Chairperson include, but are not limited to:
(1) setting up meetings
(2) preparing meeting agendas
(3) presiding over the meetings, and
(4) representing the committee.

Secretary
A Secretary will be elected from voting members each year. The primary duty of the Secretary will include, but is not limited to, the taking and distribution of minutes of the meetings.

Ex-officio Member
The ex-officio member will collect and forward the nominations to the Committee and coordinates the selection process.

Qualifications:
The members of the Mellon College of Science Staff Recognition Awards Committee shall be selected from the pool of volunteers who meet the following qualifications:

- Any faculty or staff person who is employed full-time in the Mellon College of Science, Carnegie Mellon University.

If the number of qualified volunteers exceeds more than the number needed in any one given year, the Committee will select members from among the pool of volunteers.
If the number of qualified volunteers is less than the number needed in any one given year, the current members will recruit new members by extending a special written invitation to the MCS community.

III. MAJOR ACTIVITIES OF MEMBERS

• Assist in the attainment of the purposes and objectives of the program as set forth above.

• Lend their endorsement to the program by having their names appear on the Committee’s correspondence, when appropriate.

• Attend meetings throughout the term of their membership and participate in the work of the Committee as needed. The absence from three or more scheduled meetings will result in relinquishing that seat as a Committee member.

IV. AWARDS

There are four types of Staff Recognition Awards which can be given to MCS staff members and one which can be given to someone from outside of MCS.

MCS Service Awards:

• Annual service awards will be given to recognize staff members’ years of service (in 5-year increments) to the University.

• Awards will be based on an employee’s completed years of service as of April 30. (The MCS Staff Awards ceremony is usually scheduled for the last week of April.)

• Members of the MCS Staff Awards Committee are eligible to receive annual service awards.
MCS Merit Award:

- One award is given each year to recognize a current MCS staff member who has maintained an outstanding job performance level over an extended number of years and consistently made significant contributions to their department or center and MCS.

- All staff members who are currently employed full-time or who are permanent part-time employees of the College are eligible to be nominated for the MCS Merit Award (Faculty and Special Faculty are excluded).

- Nominations may be made by anyone in the MCS community, including administrators, faculty, staff and students.

- An independent panel comprised of one (1) MCS faculty from each department and additional individual (s) from outside MCS will be ask to review and rank Merit Awards nominations with the names redacted.

- The prize amount for the MCS Merit Award is $1,000. This amount may be re-evaluated by the Committee on a regular basis. The Committee may also re-evaluate the type of award given.

- The name of the recipient of the MCS Merit Award will be engraved on a metal plaque and will become a part of the plaque designated for the Awards. The plaque will be placed permanently in the Mellon Institute Board Room.

- No one will be awarded the MCS Merit Award consecutively. Award winners will become eligible again after three years.

MCS Outstanding Achievement Award:

- Multiple awards may be given each year to recognize an MCS staff member or team for their substantial achievement and outstanding job performance over the past two years which positively impacted a specific project or process within their respective department or center. Although multiple awards may be given out within the College, only one Outstanding Achievement Award per department or center can be given each year.

- Eligible departments and centers are defined as: Biological Sciences, Chemistry, Mathematical Sciences, Physics, Pittsburgh Supercomputing Center (PSC), NMR Center for Biomedical Research (NMR), Molecular Biosensor and Imaging Center (MBIC – “old STC”), and the MCS Dean’s Office.
• All staff members who are currently employed full-time or who are permanent part-time employees of the College are eligible to be nominated for the MCS Outstanding Achievement Award (Faculty and Special Faculty are excluded).

• Nominations may be made by anyone in the MCS community, including administrators, faculty, staff and students.

• The total prize amount for the MCS Outstanding Achievement Award is $250. If the prize is awarded to a team, each team member will receive a minimum of $50. This amount may be re-evaluated by the Committee on a regular basis. The Committee may also re-evaluate the type of award given.

• The name of each individual award winner’s department will be noted on their plaque (i.e., “MCS Outstanding Achievement Award in the Chemistry Department”).

• No one will be awarded the MCS Outstanding Achievement Award consecutively. Award winners will become eligible again after three years.

**MCS Rookie Award:**

• One award is given each year to recognize a new staff member who has shown outstanding service to the Mellon College of Science.

• All staff members who are currently employed full-time or who are permanent part-time employees of the College are eligible to be nominated for the MCS Rookie Award (Faculty and Special Faculty are excluded). This staff member may not have been employed in MCS for longer than two years, based on an employee’s completed years of service as of April 30.

• Nominations may be made by anyone in the MCS community, including administrators, faculty, staff and students.

• An independent panel comprised of one (1) MCS faculty from each department and additional individual (s) from outside MCS will be ask to review and rank Rookie Awards nominations with the names redacted.

• The prize amount for the MCS Rookie Award is $250. This amount may be re-evaluated by the Committee on a regular basis. The Committee may also re-evaluate the type of award given.
MCS Special Award:

- The Committee will review nominations for, and reserve the option to confer a special award to honor someone (or team) outside of MCS for outstanding service to the College.

- The total prize amount for the MCS Special Award is $400. If the prize is awarded to a team, each team member will receive a minimum of $50. This amount may be re-evaluated by the Committee on a regular basis. The Committee may also re-evaluate the type of award given.

V. NOMINATING PROCEDURE

- Nominations may be made by anyone in the MCS community, including administrators, faculty, staff and students.

- Nominations must include the completed nomination form and at least two (2) separate, but not more than five (5), statements of support. A person can write more than one nominating or supporting letter, as long as they are for different awards (i.e., a letter for the rookie award and a letter for the special award, but not a letter for two different people nominated for the same award).

- Nominations and statements of support must be sent to the ex-officio member by mail, email, web form or fax. The committee, working with the ex-officio member, can determine which methods of delivery are permitted each year.

- Members of the MCS Staff Awards Committee are not eligible to be nominated for the MCS Merit Award, MCS Outstanding Achievement Award, or MCS Rookie Award during the years in which they are serving on this committee. Committee members are eligible to receive MCS Service Awards acknowledging their years of service to the University. Members of the MCS Staff Awards Committee are also not eligible to nominate candidates for these awards nor may they write letters in support of a nomination package during the years in which they are serving on this committee.
In an effort to be transparent, impartial, fair and unbiased. An independent panel comprised of one (1) MCS faculty from each department and additional individual(s) from outside MCS will be asked to review and rank Merit and Rookie Awards nominations with the names redacted.

The Committee will review and vote on the Special and Outstanding Awards nominations as outlined in the bylaws nomination selection process.

Faculty and the Outside individual(s) shall:

1. Adhere to strict confidentiality
2. Remain impartial, fair and unbiased
3. Faculty will recluse themselves from nominating
4. Rank nomination from the most impressive to the least impressive
5. Return sealed envelopes to the committee chair by the deadline
6. The Ex Officio will unseal the envelopes and tally the nominations which will be witnessed by the committee.

VI. SELECTION PROCESS

• The ex-officio member collects nominations from the campus community in accordance with the criteria prescribed by the Committee.

• Review of Nomination forms and voting on candidates for each particular award will be handled separately from the other awards to be considered. The awards will be reviewed and voted upon: MCS Merit Award and MCS Rookie Award will be voted on by an Independent Panel. MCS Special Award and MCS Outstanding Achievement Award voted on by committee.

• Should an individual be nominated for multiple awards, their nomination packages will be reviewed in the order established above. Should that individual be established as a winner of one award (for example, the MCS Merit Award), they would not be eligible to also win another award (for example, the MCS Outstanding Achievement Award) within that same year, so their nomination for additional awards would be disqualified.

• In the case of the Outstanding Achievement Awards, should there be departments with multiple nominees for this award, each individual department’s nominees will be first considered and voted upon against the other nominees within that department to bring it to one candidate per department.

• First Round Review: Each Committee member is given 100 points to be allocated among all of the nominees. Any nominee who has received any points
from four or more of the Committee members will remain as a candidate. The *ex-officio* member will collect the ballots and will tally the results.

- **Second Round Review:** Each Committee member is again given 100 points to be allocated among all of the selected nominees. The nominee with the most points after the Second Round Review shall be the recipient of the award.

- **Runner Up:** During the nomination process a runner-up should be chosen in the event that the first choice declines.

- **The strictest confidentiality must be adhered to by every member of the Committee.** After the selection process has been completed, all nomination packages will be shredded and discarded.