Employee of the Year (EOY) Guidelines
(Updated January 11, 2013)

I. Staff Senate Employee of the Year Guidelines Committee
   a. Review all forms and documentation related to the EOY process and recommend any
      necessary changes/updates to Staff Senate by the end of the fall semester.
   b. Appoint staff members to the EOY Selection Committee by February. The Chair of the
      EOY Guidelines committee shall Chair the EOY Selection Committee. The Selection
      Committee should include the non-voting Chair, up to four Staff Senators, the previous
      EOY winners, and three appointed full-time staff employees to ensure representation
      from classified and non-classified staff.

II. Staff Senate Employee of the Year Selection Committee
   a. Appointments to the EOY Selection Committee will be for one year. EOY Selection
      Committee members cannot nominate or serve as a reference for the EOY during their
      term.
   b. If a person on the Selection Committee becomes a nominee or is an immediate family
      member of a nominee or if a committee member becomes unable to serve, the Chair
      will appoint a replacement.
   c. The names of the EOY Selection Committee members will be kept confidential and will
      not be published in the Staff Senate minutes.
   d. The Chair or designee will announce EOY nomination process to the UCA community in
      January.
   e. The Chair will collect all of the nomination and reference forms and prepare them to
      distribute to the Selection Committee.
   f. The Chair will contact the nominees to invite them to complete the Nominee Intent
      Form.
   g. The Chair will call EOY Selection Committee meetings regularly in the Spring semester to
      discuss the EOY process, evaluate the nomination materials, select and interview
      finalists, and select the EOY winner.
   h. Committee members must attend and participate in regularly scheduled committee
      meetings. All Selection Committee members must be able to attend every personal
      interview for the EOY finalists in order to be eligible to participate on the committee.
   i. The Committee will plan and host the Employee of the Year and Employee of the
      Quarter Luncheon on the day of the Awards Ceremony.
j. Following the Selection Process, the EOY Selection Committee should present suggestions/changes to the EOY process to the EOY Guidelines Committee by the end of the Spring semester.

III. Eligibility for the EOY Award
   a. Any full-time staff member, classified or non-classified, with two or more years of continuous service to the University prior to January 1 of the award year is eligible for this award.
   b. Staff Senate will award an EOY to one non-classified staff member and one classified staff member.
   c. Any employee with a faculty rank is not eligible for this award.
   d. You may not nominate yourself for the EOY award.

IV. Nomination Process
   a. The EOY award information will go out to the campus community via the Echo, UCA Campus News, the Bear Ledger, and Faculty/Staff and Alumni email and/or newsletter as appropriate.
   b. Any UCA staff member, faculty member, student or alumnus may submit a nomination for EOY.
   c. Nominations should be submitted online at www.uca.edu/staffsenate. An email confirmation is sent to the Selection Committee Chair following the completion of the online nomination form.
   d. Nominators will receive a success message after submitting the online nomination form that prompts them to identify three references.
   e. Three Reference Forms must be received for each nominee. The Reference Forms may be submitted by any UCA staff member, faculty member, student or alumnus. The Nominator is responsible for making sure the nominee has three references. The Reference Form may be found online at www.uca.edu/staffsenate.
   f. An email will be sent to the Nominee within two business days of receipt of a nomination to invite the nominee to complete the Nominee Intent Form found online at www.uca.edu/staffsenate.
   g. The Nomination will be considered complete when the Chair receives the Nomination Form, three Reference Forms, and the Nominee Intent Form.
   h. The names of the nominees, nominators, and references including all EOY documentation will be kept confidential throughout the Nomination Process.

V. Selection Process
   a. The EOY is a UCA full-time staff member that has shown extraordinary performance to the University community over the past year. This person is a well-rounded employee that goes above and beyond and truly cares about students, colleagues, and UCA.
b. The EOY Selection Committee will evaluate nominations based on the following criteria: Initiative, Integrity, Teamwork, Accomplishments, and Campus Service.

c. The Selection Committee will evaluate and score the Nomination Forms and Reference Forms on a 1-4 Likert scale. Upon tabulation of these scores, the top finalists will be invited to a personal interview.

d. Each EOY finalist will be interviewed by the entire EOY Selection Committee using the same interview questions and evaluation forms. Interview responses will be evaluated and scored using a 1-4 Likert scale.

e. The nominee (one classified and one non-classified staff member) with the highest scores following the personal interviews will be named the EOY award winners.

f. The nomination materials for the finalists will be filed in the employee’s personnel file in the UCA Human Resources Office.

VI. Awards

a. The EOY winners will receive a monetary award and an inscribed plaque.

b. The Staff Senate Treasurer will submit a check request to the UCA Foundation for the cash awards. The Selection Committee Chair or designee will be responsible for obtaining the plaques.

c. The EOY winners and Finalists will be invited to the EOY/Q Luncheon and the Awards Ceremony in April. Certificates may be presented to the Finalists at the luncheon. The EOY winners will be announced at the Awards Ceremony.

d. The Selection Committee Chair or designee will publicize the EOY results in the Bear Ledger, via Faculty/Staff and Alumni email, Campus News, Staff Senate website, Staff Senate Facebook page and other outlets as deemed appropriate.

VII. EOY Process Timeline

- Nomination Forms Due: March 8, 2013
- Reference Forms Due: March 15, 2013
- Nominee Intent Forms Due: March 15, 2013
- EOY Finalists Interviews: April 1-5, 2013
- EOY Luncheon and Awards Ceremony: Mid-April (TBD)