

PRESIDENT’S S.T.A.R. AWARD

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PRESIDENT'S S.T.A.R. AWARD

President's S.T.A.R. Award Introduction

The City College of New York is dedicated to accessibility and excellence in providing high quality education, scholarship, creative activities/initiatives and service. The President's S.T.A.R. award will highlight and recognize the importance of staff participation and its significant impact on helping the College and the greater College communities achieve this goal.

The President's S.T.A.R. award for outstanding Service, Teamwork, Action, and Results is an annual award presented to up to three full-time staff members (excluding teaching faculty and executive compensation staff) who have served at least twelve months with CCNY. This award will recognize and honor staff who, in addition to exceptional day-to-day service, demonstrate contributions that go above-and-beyond their assigned duties. These exceptional contributions have a significant impact to the central mission of the college and improve the College, its services and/or the greater College community.

Recognition Associated with the S.T.A.R. Award

The President will announce the recipients of the President's S.T.A.R. award through a personal letter to each selected staff member as well as in a memorandum to the entire City College community.

During each Spring semester the Office of Human Resources will host the CCNY Longevity and Retiree Award Ceremony which will include a special presentation from the President to the recipients of the President's S.T.A.R. Award. Each award recipient will receive an inscribed plaque and a \$2,000 prize. Furthermore, each recipient will have their picture along with a short bio published on the Human Resources page of the CCNY website along with an article in *HR News and Views*.

S.T.A.R. Award Eligibility and Criteria

Any faculty, staff, student, or member of The City College community can nominate a staff member (excluding teaching faculty and executive compensation staff) for the S.T.A.R. Award. No self-nominations are allowed. The staff member (excluding teaching faculty and executive compensation staff) must have served at least twelve months with CCNY and have satisfactory attendance and exceptional performance.

Emphasis for consideration will be placed on the following criteria:

Service:

- ❖ Performs exemplary service that goes above and beyond their assigned duties which enhances the mission of his/her department/division and the overall mission of the college
- ❖ Performs outstanding service that goes above and beyond their assigned duties to the campus community at large

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Teamwork:

- ❖ Works across departments/divisions to find ways to improve work processes
- ❖ Enhances work environment for co-workers

Action:

- ❖ Takes initiative that goes above and beyond their assigned duties
- ❖ Finds creative and innovative ways to solve problems or improve service
- ❖ Volunteers to represent the college outside his/her regular job duties

Results:

- ❖ Achieves high productivity
- ❖ Exhibits exceptional customer service

S.T.A.R. Award Nomination Process

At the beginning of each Spring semester, a communication will be sent to the campus community inviting nominations for the President's S.T.A.R. Award.

Any faculty, staff, student, or member of The City College community can nominate a staff member (excluding teaching faculty and executive compensation staff) for the S.T.A.R. Award who they believe embodies the qualities of exceptional service, teamwork, action, and results and whose above and beyond contributions have a significant positive impact on the College and the greater College communities. No self-nominations are allowed.

Nominations will be reviewed by the Office of Human Resources for eligibility. Eligible nominations will be submitted to the President's S.T.A.R. Award Selection Committee. The Assistant Vice President of Human Resources will select the members of the selection committee which will be composed of the Assistant Vice President of Human Resources (Chair of the selection committee), The President's Chief of Staff, and a minimum of three members of the Executive Compensation Staff. The President's S.T.A.R. Award Selection Committee will review and rank nominations and the Office of Human Resources will tally the nominations. The Chair of the selection committee will present up to three finalists to the President who will make the final selection of up to three S.T.A.R. award recipients.

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Step-by-step S.T.A.R. Award Nomination Process

1. Any faculty, staff, student, or member of The City College community can nominate a staff member (excluding teaching faculty and executive compensation staff) for the S.T.A.R. Award. No self-nominations.
2. The nominator completes the nomination form, describing specific examples of the employee's qualities and/or actions that meet the entire S.T.A.R. criteria.
3. The completed original nomination form is sent to Human Resources, Shepard Hall, Room 50 by March 31st, 2014.
4. Human Resources review the nomination forms for eligibility.
5. Nominations are reviewed and ranked by the President's S.T.A.R. Award Selection Committee for award consideration.
6. The Office of Human Resources tallies the nominations.
7. The Chair of the selection committee presents up to three finalists to the President.
8. The President selects up to three final winners.

S.T.A.R. Award – Q & A

Who is eligible to receive the S.T.A.R. Award?

All full-time (excluding ECP and Teaching Faculty) and part-time, employees who have served at least twelve months with CCNY and with satisfactory attendance and exceptional performance, are eligible to be nominated. No self-nominations.

Who can nominate someone to receive the S.T.A.R. Award?

Any faculty, staff, student, or member of The City College community can nominate a staff member for the S.T.A.R. Award.

What do the winners receive?

Awardees' photos and names will be featured on the Human Resources web page and the HR Magazine, *HR News and Views*. The individual winners will receive an inscribed plaque and a \$2,000 prize. The prize and plaque will be presented by the President at the Annual Employee Recognition Ceremony on Wednesday, May 7th, 2014.

How many winners?

Up to three recipients are selected during the Spring semester of each academic year.

How are winners notified?

The President will announce the recipients of the President's S.T.A.R. award through a personal letter to each selected staff member as well as in a memorandum to the entire City College community.