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Administration

- The **Best of the West Administrative Committee** (BOTW Admin Committee) will be co-chaired by a faculty member and a staff member selected by the President. The BOTW Admin Co-Chairs will serve for a 2 year term. This committee includes all divisional administrators and the web administrator.

- Each division's Vice President will choose a **Divisional Administrator** who will serve for a term of two (2) years. A Divisional Administrator may serve an unlimited number of consecutive or total terms in accordance with the needs of the division.

- The **BOTW Divisional Review Committee** is comprised of the Divisional Administrator and a number of employees from the division appointed by the VP to serve as members. The BOTW Divisional Review Committees select the Cross-Divisional, Strategic Imperative, and Values winners for their respective divisions each award period.

- The President of the university shall appoint one **University Administrator** to coordinate all logistics of the BOTW Program. This appointment length is at the discretion of the President.

- The Division of Information Technology Services (ITS) designates a **Web Administrator** to oversee design and functionality of the BOTW Program website, forms, and administrative portals. This appointment length is at the discretion of the Vice President and Chief Information Officer.

- The **Special Events Manager** for the university will work with the University Administrator to produce the BOTW Year-End Celebration.

- The **BOTW Periodic Awards Committee** selects the periodic winners for the institutional awards, which include the Team Awards, the Diversity Champion, and the Sustainability Champion. The committee is comprised by the BOTW Admin Co-Chairs, the University Administrator, a member from the Center for Diversity and Inclusion, and a member from the Sustainability Council.

- The **BOTW Celebration Committee** consists of campus personnel who help plan and execute the End of Year Celebration, including the University Administrator and Special Events Manager.

- The **BOTW Annual Awards Committee** selects the overall institutional winners for the academic year to be recognized at the End of Year Celebration. The institutional awards are the Team of the Year, Staff of the Year, Faculty of the Year, Sustainability Champion of the Year, Diversity Champion of the Year, and the Employee of the Year. Membership for this committee consists of two (2) employees from Academic Affairs, Business and Finance, and Student Affairs and Enrollment Management. All other divisions have one (1) member on the committee.

The Co-Chairs, Divisional Administrators, University Administrator, and Web Administrator will form the **BOTW Admin Committee** with the Special Events Manager providing ad hoc consultation as needed. The President of the university has final authority on all matters related to the BOTW Program.
Co-Chair Responsibilities

- Meet with Divisional Administrators no less than twice per year to assess health of the program, solicit ideas from Divisional Administrators, and track problems with the BOTW Program.
- Communicate ideas and concerns reported by BOTW Campus Committee to the President.
- Present ideas and requests from the President to the BOTW Campus Committee.

Division Administrator Responsibilities

- Serve on the BOTW Admin Committee.
- Act as the liaison between division and University Administrator.
- Ensure that the division follows all policies and procedures in a timely manner:
  - Send out email reminders to division with nomination deadlines
  - Make copies of all nominations for division committee
  - Schedule committee review meetings for division to choose divisional awards to meet university deadlines
  - Print certificates for each nominee
  - Add seals to winners’ certificates
  - Confirm VP signs the certificates
  - Give supervisors certificates to present to nominees
  - Remind VP to send email to division announcing number of nominees and names of divisional winners (copy the University Admin & Co-Chairs)
  - Ensure all supporting employees selected by winners complete reviews for every winner each Recognition Period
  - Verify all nominations for all winners are marked in the system as "winners"
- Send to University Administrator each Recognition Period:
  - A list of all nominees for division
  - A list of all winners specifying category
  - All letters of support for the EOY committee review

DIV. ADMIN DEADLINES: For each recognition periods’ deadline (October 1st and March 1st), winners must be selected and announced by VP to the division by the 12th. Dr. Marrero will announce to campus on the 15th.

University Administrator Responsibilities

- Contact winners regarding prize selection.
- Schedule BOTW Year-End Celebration.
- Work with Special Events Manager to produce BOTW Year-End Celebration.
- Schedule meetings with the President, Co-Chairs, EOY Committee, and appropriate prize winners.
- Maintain rewards@westga.edu.
- Update and maintain BOTW website at the university level.
- Order supplies and track budget for the BOTW program.
- Compile list of university nominees and winners for EOY Celebration slide show.
• Prepare documents for eligible winners to be reviewed by EOY Committee.
  o Nominations
  o Support letters
• Contact teams to verify participants and point of contact when a team is nominated.
• Coordinate pictures with team award winners.
• Work with Web Administrator to assign nominations submitted without division or supervisor to the appropriate Divisional Administrator.

Web Administrator Responsibilities
• Resolve errors with online nomination forms and automatic email notifications.
• Make requested edits to text and/or functionality of nomination submission forms.
• Modify and support admin pages.
• Ensure data backup.

Awards and Recognition

Overview
The year is divided into two award periods, with nomination deadlines set as October 1st (first recognition period) and March 1st (second recognition period). Nominations must be received by 5:00 p.m. on day of deadline. If a nomination is received after the deadline, it will be considered for the next recognition period. Each division is permitted to have a number of winners based proportionally on the number of employees in that division. As of May 2018, the divisions and number of winners are as indicated in the Table 1.

Table 1

<table>
<thead>
<tr>
<th>Division</th>
<th>Employees</th>
<th>March Winners</th>
<th>October Winners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>752</td>
<td>18-24</td>
<td>18-24</td>
</tr>
<tr>
<td>Business &amp; Finance</td>
<td>691</td>
<td>18-24</td>
<td>18-24</td>
</tr>
<tr>
<td>ITS</td>
<td>64</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>President’s Division + Advancement</td>
<td>62</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SAEM</td>
<td>258</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Team Award</td>
<td>NA</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Sustainability Champion</td>
<td>NA</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Diversity Champion</td>
<td>NA</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Divisional winners are pooled for the top institutional awards. All Divisional winners and the top institutional awards are recognized at BOTW Year-End Celebration in May each year.

Note: Winners can come from any category; category limits are no longer required.
Institutional Awards and Prizes

- Team of the Year: $1000.00 one-time award of professional development dollars for the entire team and one trophy for the team
- Sustainability Champion: $500.00 one-time payment and a trophy
- Diversity Champion: $500.00 one-time payment and a trophy
- Staff of the Year: $500.00 one-time payment, reserved parking space, and a trophy
- Faculty of the Year: $500.00 one-time payment, reserved parking space, and a trophy
- Employee of the Year: $1,000.00 permanent payment, reserved parking space, and a trophy

Eligibility

- All employees (staff & faculty; part-time benefited & full-time) are eligible to nominate.
- Employees eligible to be nominated:
  - Full-time and Part-time benefitted Faculty & Staff
  - Employed at least 6 months at UWG
  - Not under any disciplinary review
- Winners cannot win the same award category more than once in a fiscal year.
- Winners cannot win in more than one category per recognition period.
- Student workers cannot nominate nor be nominated.

Employees Ineligible to Be Nominated

- President and Vice Presidents

Cross-Divisional Recognition

Recognizes someone outside of the nominator’s division who demonstrates at least one of the eight values or demonstrates progress toward achievement of at least one of the four strategic imperatives.

Criteria.

The employee (staff/faculty) demonstrates notable achievement of one of the eight core values (Achievement, Caring, Collaboration, Inclusiveness, Innovation, Integrity, Sustainability, and Wisdom) or one or more of the strategic imperatives that reflect interdisciplinary accomplishment of the strategic plan. Employee must be full-time with at least six (6) months employment and not under a performance improvement plan. Employees who are part-time or have been employed less than six (6) months are eligible to nominate but are not eligible to be nominated.

Nomination Process.

A peer (or supervisor) nominates someone outside of their division by completing the online Cross Divisional Recognition Nomination Form, which will be automatically forwarded to the nominee’s supervisor. If the supervisor is unknown, click no and the Divisional Administrator will assign the nomination to the correct supervisor.
Selection Process.
Each divisional committee selects winners from the nominations that meet eligibility and are approved by supervisors.

Strategic Imperative Recognition
Recognizes someone who demonstrates progress toward achievement of at least one of the four strategic imperatives.

Criteria.
The employee (staff/faculty) demonstrates initiative, motivation, positive attitude, outstanding contributions or accomplishments above and beyond job performance expectations. Accomplishments must reflect accomplishment of one or more of the four strategic imperatives (Student Success, Academic Success, Partnership Success, and Operational Success), and should align with the key performance indicators (KPIs) for the University. Employee must be full-time with at least six months employment and not under a performance improvement plan. Employees who are part-time or have been employed less than six months are eligible to nominate but are not eligible to be nominated.

Nomination Process.
A peer (or supervisor) nominates someone within the same division by completing the online Strategic Imperatives Form, and automatically forwarded to the nominee’s supervisor. If the supervisor is unknown, click no and the Divisional Administrator will assign the nomination to the correct supervisor.

Selection Process.
Each divisional committee selects winners from the nominations that meet eligibility and are approved by supervisors.

Values Recognition
Recognizes someone who demonstrates one or more of the eight University values.

Criteria.
The employee (staff/faculty) demonstrates notable achievement of at least one of the eight core values (Achievement, Caring, Collaboration, Inclusiveness, Innovation, Integrity, Sustainability, and Wisdom). Employee must be full-time with at least six months employment and not under a performance improvement plan. Employees who are part-time or have been employed less than six months are eligible to nominate but are not eligible to be nominated.

Nomination Process.
A peer (or supervisor) nominates someone within the same division by completing the online Values Recognition Form, and automatically forwarded to the nominee’s supervisor. If the supervisor is unknown, click no and the Divisional Administrator will assign the nomination to the correct supervisor.
Selection Process.
Each divisional committee selects winners from the nominations that meet eligibility and are approved by supervisors.

Sustainability Champion
Recognizes someone who goes out of their way to develop a culture of sustainability throughout campus and who truly embodies the term “leader”.

Criteria.
The employee (staff/faculty) has successfully implemented or supported sustainability efforts over the course of no fewer than three years. The contributions can be in any area of campus sustainability expressed by the Sustainability Council. (https://www.westga.edu/academics/cosm/sustainability/sustainability-council.php).

Nomination Process.
A peer (or supervisor) nominates someone by completing the online Sustainability Champion Form, and automatically forwarded to the University Administrator.

Selection Process.
The University Awards Committee selects winners from the nominations that meet eligibility.

Beheruz N. Sethna Diversity Champion
Recognizes and honors the inherent value of equity and diversity and celebrate the positive impact diversity has upon our community.

Criteria.
The employee (staff/faculty) demonstrates ability to influence others to embrace diversity and inclusion (D&I), practices continual learning in the area of D&I, innovates and/or takes risks to promote D&I, cultivates diverse teams, holds themselves and others accountable for inclusiveness, and performs substantial work at UWG or in the community to promote D&I. Employee must be full-time with at least six months employment and not under a performance improvement plan. Employees who are part-time or have been employed less than six months are eligible to nominate but are not eligible to be nominated.

Nomination Process.
A peer (or supervisor) nominates someone by completing the online Diversity Champion Form, and automatically forwarded to the University Administrator.

Selection Process.
The University Awards Committee selects winners from the nominations that meet eligibility.

Team Recognition
Recognizes a team - group of individuals comprised of 3 or more employees (staff and/or faculty) - that contribute to one of the four strategic imperatives while
demonstrating one of the eight core values to help the University of West Georgia be the best place to work, learn, and succeed.

Criteria.
The team (staff/faculty) demonstrates notable achievement of one of the eight core values (Achievement, Caring, Collaboration, Inclusiveness, Innovation, Integrity, Sustainability, and Wisdom) and one or more of the strategic imperatives that reflect an accomplishment of the strategic plan. Team employees must be comprised of full-time or part-time benefited employees with at least six months employment and not under a performance improvement plan.

Nomination Process.
A peer (or supervisor) nominates the team by completing the online Team Recognition Form, and automatically forwarded to the University Administrator. While it is best to list all members of the team, the team leader or chair is the most important.

Selection Process.
The University Awards Committee selects winners from the nominations that meet eligibility.
Appendix A: Recommended Best Practices

BOTW Divisional Review Committee and Processes

- VP approves back-up Divisional Admin or point of contact in case the Divisional Admin is absent or unexpectedly leaves
- Divisional Admin contacts VP or Human Resources to get missing nominee info (i.e. when nomination does not have employee’s division, direct supervisor, etc.)
- Divisional Admin ensures BOTW Divisional Review Committee is aware of program rules (i.e. winner cannot win in same category more than once in a year, etc.)
- Divisional Admins obtain program deadlines at the beginning of each new year from Univ. Admin

Certificate Distribution and Employee Engagement

- Divisional Admin prints certifications, obtains signatures, and attaches seals at the end of the recognition period. Divisional Admin distributes certificates to supervisors in person with note for direct supervisors to personally recognize or publicly recognize divisional winners (i.e. staff meeting)
- Divisional Admin considers use of University Advancement BOTW Supervisor Note (Appendix B)
- Divisional Admin provides direct supervisors with the nominee’s nomination form included with nominator info scrubbed to show nominee the comments but not the nominator
- Establish Best of the West “Wall of Fame” to showcase divisional nominees and winners
  - Picture of divisional nominees and winners with VP at end of each recognition period
  - Certificates displayed for divisional winners with nominator comments included
- Divisional Admin encourages nominations via email and in person, such as at staff meetings. Divisional Admin notifies division of campus access to computers to nominate (TLC computers, Library, personal cell phone, etc.)

DIV. ADMIN DEADLINES: For each recognition periods’ deadline (October 1st and March 1st), winners must be selected and announced by VP to the division by the 12th. Dr. Marrero will announce to campus on the 15th.
Appendix B: BOTW Supervisor Note

Best of the West Recognition

Your employee has been nominated for a *Best of the West* divisional award. Please present it to your employee. The President would like for the certificates to be presented in some sort of public way — i.e., a staff meeting. A copy of the nomination form is also enclosed in case you would like to share the specific values or imperatives that the employee exemplifies. The university committee has asked that you do not share the nominator information.

If you have any questions, please feel free to contact me by phone or email.

Thanks,

[Divisional Admin]

[Email]@westga.edu

x. 9[####]