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**George A. Smathers Libraries
Discretionary Recognition Fund**

Purpose:

To allow supervisors and peers at the division, department, unit, and peer-to-peer level to recognize excellence toward organizational goals and to celebrate accomplishments.

Budget:

\$10-15K

Process/Guidelines:

- Any permanent library faculty or staff member can put forward a proposal. Organized efforts on the departmental and unit level are particularly encouraged.
- Proposals can be to fund recognition activities for individuals, teams, or a combination.
- Proposals can be made to fund events, but the events should not be purely social. The focus/purpose should be on staff recognition, and tied to Library goals and objectives.
- Proposals will first be vetted through the appropriate department chair (or division director if proposal is division-wide).
- Selected proposals will be awarded funds up to \$1000, dependant on budget and number of proposals received. Smaller, time-based projects are encouraged.
- Proposals will be vetted twice yearly by the Recognition Committee. Proposals recommended for funding will be subject to final approval by the Director of Libraries.

Timeline:

Submissions to Recognition Committee:	August, November
Notification:	September, December
Funds to be spent by:	June 1

Examples:

- Celebration lunch for unit staff after reaching a productivity goal.
- Peer recognition program administered by a departmental/divisional committee
- Small bonuses for staff who provide excellent service, documented by patron comment cards
- "Teacher of the Year" award(s)
- Departmental awards for creative problem solving by an individual or a team
- Coffee Reception to recognize faculty research & publication efforts

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**George A. Smathers Libraries
Proposal for Discretionary Recognition Funds**

Name:

Department/Unit:

Budget Requested (not to exceed \$1000/fiscal year):

Summary of Proposal, including details on program administration. Attach additional pages if necessary.

Please discuss how this proposal supports the goals of the Libraries, the division, or department.

Department Chair/Division Director comments:

**Department Chair or
Division Director Signature**

Date