

July 29, 2005

To: Library Directors
From: Ann Lindell
Chair, Staff Recognition & Awards Committee
RE: Final report and recommendations (FY2004-05)

The Staff Recognition and Awards (SRA) Committee was created in Fall 2004 to examine current programs and make recommendations regarding recognition activities in the George A. Smathers Libraries. The committee conducted a staff survey. Based on the results of that survey, some peer institution research, and subsequent discussions by the committee, we submitted a slate of recommendations (*attached separately for review*) to the Library Directors in January 2005.

Subsequent discussions with Library Council and Director of Libraries Dale Canelas revealed support for the recommendation of holding an annual convocation-type event in late spring or early summer. The committee was also asked by the Director of Libraries to propose guidelines for a more formal awards/recognition program that would include options for recognizing exemplary performance by both individuals and groups/teams, with a ballpark budget of \$20,000.

The SRA committee is pleased to present two complementary proposals for recognition programs within the George A. Smathers Libraries.

1. Superior Accomplishment Awards

This program would recognize outstanding individual achievement and is roughly based on the University-level awards of the same name. Selection criteria would focus on outstanding performance and significant contributions toward organizational goals and objectives. The SRA committee recommends that up to 10 cash "prizes" of a substantial amount (\$1000) be awarded annually. Awards would be announced at the Libraries' Convocation and individuals would also receive a framed certificate or plaque. Proposed guidelines and criteria are intentionally broad, to encompass the varying levels of staff and the wide variety of activities accomplished across the Library departments. The SRA committee feels strongly that if this proposal is implemented, that it come with a commitment to continue for at least 5 years, so that it will have a positive, motivating effect, instead of the opposite if short-lived. (*Attached separately.*)

2. Discretionary Recognition Fund

Staff recognition should be an organization-wide effort, and happen throughout the year. One 6-member awards committee cannot "do it all", and certainly cannot anticipate the varied complexities and needs of all Library departments and units. The SRA committee advocates the creation of a Discretionary Recognition Fund to allow for "grass-roots" efforts and to encourage participation and creativity at all levels. Program initiators would submit a proposal to a vetting committee, and monies would be awarded based on budget and number of proposals received. This would work similarly to the current practice of travel funds allocation. (*Attached separately.*)

Our final recommendations concern committee structure. The SRA Committee was created to examine **all** staff recognition and appreciation events and activities, as well as related logistical and personnel issues. We have addressed the specific points of our original charge, which were primarily advisory activities. We advocate that the SRA Committee as it stands now be discharged, and the following related committees be maintained and/or formed:

1. Holiday Party Planning Committee (*1-year appointment; maximum 2 consecutive terms*)

2. **Recognition Committee (2-year appointment)**

This committee would market and administer the Superior Accomplishment Awards program and the Discretionary Recognition Fund.

(Half of the current SRA committee would remain as the core of the Recognition Committee for 2005-2005, to allow for continuity. A chair should be appointed by the Director of Libraries, as the current SRA Committee Chair will be on sabbatical leave during Fall 2005.)

Note: There was some disagreement among the SRA Committee members regarding terms of appointment. A majority favored support for a 2-year term, in order to maintain continuity from year to year. Minority support for a shorter term is based on the fact that (perhaps deserving) committee members would be ineligible for Superior Accomplishment Award consideration for a 2-year period. Once the program has begun, we recommend that award recipients be considered for future Recognition Committee membership.

3. **Convocation Planning Committee (1-year appointment, maximum 2 consecutive terms)**

This committee would coordinate with Library HR staff, Library directors, and the Recognition Committee to plan the Library Convocation event.

All three committees should have yearly program evaluation as part of their charge.

Respectfully Submitted,

The Staff Recognition & Awards Committee

Ann Lindell, Chair
Steve Carrico
Tara Cataldo
Matthew Daley
Jim Liversidge
Randall Renner
Trudi DiTrollo, *ex-officio*