

Research Animal Resources Director's Award

Purpose of the Program

The purpose of the program is to recognize and reinforce employee contributions to the mission of the department through extraordinary actions.

Selection Criteria

Director's Awards are given to recognize employees for *significant* contributions to the unit and/or University resulting in,

- increased efficiency,
- increased quality of service,
- cost savings,
- successful crisis management
- significant contribution to a major unit project or operations; or
- special service to the unit and/or University.

Eligibility

All employees in the Research Animal Resources Department are eligible for this award.

Award

The award will be monetary and the size of the award will be determined by the nature of the actions recognized. (Minimum of \$100, Maximum of \$1,000)

Selection Process

Recommendations can come from co-workers, members of the management team, or the department director. Recommendations may also come from other individuals with a vested interest in the success of the department, such as principal investigators.

The Director of Research Animal Resources will evaluate the recommendations in consultation with the veterinary faculty. Upon initial review, the Director may request additional documentation to support the recommendation.

Communication

Eligible employees will be notified of the Director's Award program through team meetings, department meetings and the Research Animal Resources website. Recipients will be notified of the award by the Director of Research Animal Resources.

Review and Update

This program will be reviewed on an annual basis and updated as needed.



**Research Animal Resources
Director's Award
Recommendation Form**

Recommended recipient (employee of Research Animal Resources)

Name: _____

Submitted by:

Name: _____ Date: _____

Position: _____ Department: _____

Department phone: _____ Email: _____

Please explain how this individual made *significant* contributions to the unit and/or University resulting in:

- increased efficiency
- increased quality of service
- cost savings
- successful crisis management
- significant contribution to a major unit project or operations
- special service to the unit and/or University