

Division of Research Staff Excellence Awards Individual Guidelines

The 2025 Division of Research Staff Excellence Awards are intended to honor and recognize members who demonstrate a commitment to excellence in performing their job duties and performance above and beyond their job duties, a commitment to Aggie core values, and who demonstrate initiative in contributing to the Texas A&M University community and the Division of Research (DOR). This award is intended to honor and recognize exceptional staff performance and significant sustained contributions, with a portion occurring during the last fiscal year.

ELIGIBILITY

Nominees for the DOR Staff Excellence Award (Individual) must meet the following criteria:

- Be a full-time employee.
- Have at least two years of service within the Division, or within their unit if the unit was recently moved under the Division. Alternatively:
 - Centralized staff must have at least two years of working with the Division.
 - Postdoctoral research associates must have at least one year of service in the Division or their unit.
- Have received an annual performance evaluation rating of “meets expectations” or higher.
- Hold a title below Associate Vice President, Director, or equivalent.
- To broaden opportunities for recognition, previous individual award recipients are ineligible to receive the same award for a period of two years following their recognition.



CRITERIA

Nominees should meet the following criteria:

- Demonstrate a sustained commitment to professional excellence and growth within the Division, either through personal actions related to mentorship, professional development, and/or leadership, or by fostering the advancement of others in these areas.
- Exhibit special qualities such as innovation, initiative, enthusiasm, and cooperation.
- Make a positive impact within the Division and externally by sharing ideas, achieving outstanding and sustained improvements in areas such as customer service, processes, procedures, communication, and/or reducing administrative burdens.
- Show a commitment to upholding Texas A&M's Aggie core values of respect, excellence, leadership, loyalty, integrity, and self-less service within the DOR and across all stakeholder groups.

AWARD

Each individual will receive a monetary award of \$500 and a certificate.

SELECTION PROCESS

The principal nominator (any employee of The Texas A&M University System) should complete and sign the nomination form. The form should be submitted with a letter of nomination describing how the candidate meets the criteria listed above. One, one-page letter of endorsement may also be submitted. Self-nominations will not be accepted. The DOR Awards Recognition Committee will review and select the award recipients using a numerical scoring system.

The nomination process will open on Wednesday, October 1, 2025, and nomination packets must be received by close of business on Friday, October 17, 2025.

Awardees will be notified on Friday, November 14, 2025.