

# Division of Research Staff Excellence Awards Team Guidelines

The 2025 Division of Research Staff Excellence Awards are intended to honor and recognize a Team who demonstrates a commitment to excellence in performing their job duties and exhibiting performance above and beyond their job duties in a team 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 team performance and significant sustained contributions, with a portion occurring during the last fiscal year.

## ELIGIBILITY CRITERIA

Impact should be evidenced by individual actions contributing to the team effort, to make a positive impact within the Division and externally through the sharing of ideas; outstanding and sustained improvements in customer service, processes and procedures, communication and/or reduction of service barriers; or implementation of new ideas or innovations as a team resulting in greater customer satisfaction or substantial cost savings. Teams selected for this award will have demonstrated a team commitment to support Aggie core values (respect, excellence, leadership, loyalty, integrity, and self-less service) at Texas A&M, within the Division, and externally.

To broaden opportunities for recognition, previously awarded teams are ineligible to receive the same award for a period of two years following their recognition. However, individual members of previously awarded teams are still eligible for new team nominations, provided they are part of a different cross-collaborative effort. For example, if members of a previously awarded team collaborate with individuals from other departments or units to form a new team, that new team remains eligible for nomination. Ultimately, teams consisting of the same members in the same departmental or unit structure as the previous award-winning team will not be eligible for two years.



## TEAM DEFINITION

- A team must consist of at least two members, and a maximum of ten total team members.
- Team members may include both Division of Research staff and centralized staff.

To be eligible for the DOR Staff Excellence Award, team members must:

- Be full-time employees.
- Have at least two years of service in 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 that of Associate Vice President, Director, or equivalent.

## AWARD

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

## 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 team meets the criteria listed above. Up to three, one-page letters 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.***

