UGA Unit/Department Name
Recognition and Awards Program

Name:

Objective:

Eligibility:

Type and Quantity of Awards:

Criteria, Nomination, and Evaluation Process:

Promotion of the Program:

Selection Process:

Award Decision:

Ceremony:

Frequency of Program:

This program was reviewed and approved

_____   _____

Dean or Vice President   Date

This program documentation is scheduled for review and update on _____date_____.

UGA Unit/Department Name
Recognition and Awards Program (Template)

Note: This template includes the minimum required elements for the program documentation. Units may add elements that do not conflict with the minimum requirements.

Name:
The name of the recognition program

Objective:
Describe the program's objective. Include information to show how the award ties to the college/unit/department's goals, missions or values or a departmental initiative or core purpose.

Eligibility:
Identify the approximate number of individuals eligible for nomination (as the value of proposed awards increases the number of employees eligible for the awards should also increase).

Type and Quantity of Awards:
Identify the type of award; including quantity and value.

Criteria, Nomination, and Evaluation Process:
Describe the criteria, nomination, and participation process.

Promotion of the Program:
Describe the process used to promote the program, request nominations, and recognize award recipients.

Selection Process:
Describe the selection process (must include representation from all levels in the organizations including staff, leads, supervisors, and managers). Describe the selection process including any relevant metrics and weighting.

Award Decision:
Identify the criteria for selecting the recipient(s) for an award.
Note: The department administering the program should keep records on the decision making process including the rationale for final determination.

Ceremony:
Identify the type of recognition ceremony and estimated costs associated with the ceremony.

Frequency of Program:

- One-Time
- Annual (Identify Expiration Date, if applicable)
- Other

Review and Approval of Program
This program was reviewed and approved by:

Dean or Vice President   Date

This program documentation is scheduled for review and update on _____date_____.