

## **Cardinal Achievement Award Recognition Program**

The Cardinal Achievement Award program provides supervisors, directors, deans and chairs the opportunity to recognize members of the faculty or staff who have demonstrated extraordinary initiative or extraordinary service that advances the mission of the University. This special award reflects the University's gratitude for those extra efforts.

### **Eligibility:**

- All benefit eligible administrative and bargaining unit staff.
- All categories of faculty on paid appointments.
- Eligible persons may be nominated for this award once each calendar year.

### **Nomination Process:**

- Staff: Immediate supervisors complete the nomination form and submit for approval to their respective cabinet member.
- Faculty: Nominations may be completed and submitted to the Provost by the chair of a department, program, college, or committee, or by a center director, or by a divisional dean.
- The nomination form is forwarded to human resources after the cabinet member or provost has approved the nomination.

### **Award Recognition Process:**

- Human Resources sends the recognition certificate to the nominator for their signature. Recipients should not be notified of the award until the award certificate has been received.
- It is recommended that the nominator present the award to the staff or faculty member in a public fashion such as at a staff, department, or committee meeting.
- A \$250 award will be included in the recipient's next paycheck after the award has been approved. The award is considered income and is taxable to the recipient.
- Award recipients are recognized in the Human Resources Newsletter and the Wesleyan Connection.

Questions regarding the Cardinal Achievement Award program can be directed to Cheryl-Ann Tubby at [ctubby@wesleyan.edu](mailto:ctubby@wesleyan.edu) or ext. 2678.

**Cardinal Achievement Award Nomination Form**

Faculty/Staff member to be recognized: \_\_\_\_\_

Supervisor/Director/Dean/Chair: \_\_\_\_\_

Please describe the specific achievement or service that demonstrates extraordinary initiative or extraordinary service to others, the department, committee, or University, for which you are recognizing this faculty/staff member:

Supervisor/Director/Dean/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Cabinet Member/ Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_