



## **University Awards Programs**

### **Purpose**

This policy establishes guidelines for recognizing employees for service to the university.

### **Persons Affected**

Faculty and staff employees are affected by this policy.

### **Definitions**

Service awards: Recognitions given to employees with ten, twenty, thirty, forty, or fifty years of service to the university.

President's Award: A special recognition of outstanding service by a staff employee.

### **Policy**

Staff counsel (for staff) and the faculty service award committee appointed by the provost/ executive vice president of academic affairs (for faculty) coordinate service awards to recognize employees for years of service to Stephen F. Austin State University. Service award recipients are identified on the basis of years of service as recorded in the individual's personnel records in human resources.

Department heads are notified of those employees who are eligible to receive service awards. Questions concerning an individual's eligibility should be directed to staff counsel for staff and to academic affairs for faculty.

Cash awards may be given to employees as part of programs established by the university in recognition of outstanding teaching, research, service, or performance.

Employee cash award payments must be based on the published criteria and processes cross-referenced below. University award programs must be approved by the provost and vice president for academic affairs for faculty, or by the vice president for finance and administration for staff. Award programs within a college are approved by the dean and the provost and vice president for academic affairs.

These awards are paid as stipends and are not considered part of an employee's base appointment salary. Employee awards should be reviewed with the student business services office before they are distributed.

### **Related Statues or Regulations, Rules, Policies, or Standards**

Tex. Gov't Code § 2113.201



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

Handbook of  
Operating Procedures

Policy Number: 03-308  
Last Revised: N/A

SFA HOP 05-104 Gifts, Prizes, and Awards  
SFA HOP 03-401 Additional Compensation

**Responsible Executive**

Provost and Executive Vice President for Academic Affairs and Vice President for Finance and Administration

**Form**

Stipend Authorization Form

**Revision History**

September 1, 2023 (original)