

University Awards Programs

Original Implementation: January 29, 2008

Last Revision: July 27, 2021

Purpose

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

Definitions

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

The **President's Award** is a special recognition of outstanding service by a staff employee.

General

Human Resources (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 Human Resources 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.

Cross Reference: Regents Scholar (7.24); Gifts, Prizes and Awards (3.18); Additional Compensation (12.16); Tex. Gov't Code § 2113.201; State Comptroller eXpendit, State Employees

Responsible for Implementation: Provost and Executive Vice President for Academic Affairs and Vice President for Finance and Administration

Contact for Revision: Provost and Executive Vice President for Academic Affairs and Director of Human Resources

Forms: Stipend Authorization Form

Board Committee Assignment: Academic and Student Affairs Committee

Revision History: October 28, 2019
 November 7, 2016
 July 29, 2014
 January 25, 2011