

## Recognition Award Program (RAP) Process

**Overview:** The Annual Recognition Award Program (RAP) is designed to recognize two employees, Administrative, Staff, or OPS/Temporary, within the College of Behavioral & Community Sciences (CBCS) for their extraordinary achievement in the workplace. The RAP recognizes those who have achieved significant accomplishments that have advanced university, college, and department/school goals. Anyone may nominate an eligible employee, but the direct supervisor of the nominee must support and sign the nomination form. The recipients are also awarded with a \$750 lump sum bonus. Nominations for the award are accepted in Q-1 of each year and awards will be announced at the Spring College Assembly.

**Eligibility:** Administrative, Staff and OPS/Temporary employees must have been employed within the College for a period of at least one year and, at a minimum, have an overall annual performance rating of satisfactory. Since OPS/Temporary staff do not receive annual performance evaluations, the signature of the supervisor will serve as documentation that a satisfactory performance has been achieved. Administrative, Staff, and OPS/Temporary employees are eligible regardless of their source of funding.

**Note:** Employees who have received a RAP award in the two preceding years are not eligible.

**Criteria:** Employees may be considered for the RAP based on the following criteria:

- The employee performed substantially above and beyond expectation on a specific task or project; or
- The employee made a contribution(s) that had a significant impact on university, college, or department/school objectives; or
- The employee went above and beyond the normal responsibilities required by his/her position; or
- The employee assumed added responsibilities to address a situation in which there was an important unmet need in the organization.

**Process:** The nomination process begins by completing the RAP form (see attached). The nominator must also submit a letter of nomination describing the nominee's outstanding accomplishments. The letter should be concise, but include specific information describing contributions beyond the normal duties of the nominee. The letter should also describe how their performance or special accomplishments have positively affected their department/school and the college. Examples of activities include: evidence of extraordinary creativity or innovation; demonstrated action which resulted in improved departmental/school/college performance, enhanced operations or increased service to students, faculty, staff, or other customers; contribution to a positive work environment; or exemplary performance in support of the vision and values of the college and university.

The RAP form and supporting letter(s) and any other documentation should then be forwarded to the HR Administrator, who will facilitate the RAP committee to review them, and then make recommendations to the Dean. The Dean will select the final two recipients. The award forms and process (for departments



**College of Behavioral & Community Sciences  
Professional and Staff Recognition Award Program Nomination Form**

Name of Nominee: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Department/School: \_\_\_\_\_  
Length of Employment with the Department/School/College: \_\_\_\_\_

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Nominator's Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Department/School: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Nominator's Signature \_\_\_\_\_

I certify that within the 12 months prior to this nomination, the nominee has had no formal disciplinary actions. I also support this nomination.

Nominee's Supervisor's Signature \_\_\_\_\_

Please submit this form along with the letter of nomination, and any additional letters of support to:  
Wendy Stoneman-Shelby, Unit HR Administrator - MHC 1133 / wendys1@usf.edu.