



SIC 'EM AWARDS

THE VALUES

Servant Leadership - True leadership has little to do with title. Everyone who serves is a leader. We count others as worthy as ourselves, because people matter.

Commit to serving by:

- **Leading from where you are**
 - o Set an example. Proactively offer to help others. Provide mentorship.
- **Showing appreciation for others**
 - o Recognize others for their accomplishments. Get to know your colleagues beyond their name and title.
- **Communicating with respect**
 - o Extend grace in difficult situations. Be quick to listen, slow to speak. Value others' communication styles.

Innovation - The challenges of today's world require continuous reinvention of people and processes. Everyone can be a lifelong learner. We embrace innovation because it keeps us moving toward excellence.

Commit to moving us forward by:

- **Encouraging risk taking and ongoing evaluation**
 - o Think outside the box. Don't fear failure – learn from it. Improve through regular evaluation.
- **Staying curious**
 - o Embrace technology. Intentionally researches new skillsets, processes and ideas. Pursue professional development.
- **Solving problems creatively**
 - o Work smarter not harder. Be unafraid of change. Seek inventive solutions.

Commitment - We believe in a shared sense of duty and dedication to our students, our state and the world. Everyone has a unique and important role to play. We commit to each other, because together we are stronger.

Commit to each other and to our mission by:

- **Demonstrating personal accountability**
 - o Set goals and assess weaknesses. Establish a personal vision. Communicate with transparency.
- **Being a team player**
 - o Solve problems with a shared sense of duty. Embrace a "no job is too small" attitude. Be flexible. Hold the team accountable.
- **Expressing enthusiasm**
 - o Exude positivity. Encourage teammates. Show excitement for the work we do.

Embody the Values - Our values are just words unless we own them. When we do what we say, others will follow. We model our values, because authenticity breeds trust.

Sic 'Em Employee Recognition Awards

Purpose

To recognize formally DAR staff members who have gone “above and beyond” with exceptional contributions to Development and Alumni Relations by embodying the values of Servant Leadership, Innovation and Commitment.

Nomination Criteria

Examples of “above and beyond” contributions include: extraordinary committee service, exemplary collaboration in a project or special assignment, exceptional customer service, active participation in our efforts to create a more diverse and inclusive environment, innovative and measurable improvement of a system or process, or contributions that went well beyond the scope of the employee’s job responsibilities.

Awards Process

Recognition Committee:

- 1. The selection process will be handled by a selection committee, which is comprised of representatives from all DAR teams including the schools, colleges and units.*
- 2. This committee will conduct the selection process in a confidential manner to protect its integrity.*

Nominations:

- 1. Nominations may be submitted by any DAR employee in recognition of a DAR colleague who has been employed for a minimum of six months in Development and Alumni Relations. .*
- 2. Nominations may be submitted between September 8 - September 22 for outstanding contributions during the past six months via the Qualtrics nomination form which will be emailed. Every part of the nomination form must be completed to be considered.*
- 3. The award will be a silver bulldog with a tag containing the recipient’s name. In addition, the employee will receive a signed certificate by the Vice President including language from the nomination.*
- 4. All nominees who are not selected for the award will receive a congratulatory note from the Vice President in recognition of their nomination. A copy will be sent to the employee’s supervisor.*
- 5. In addition, SIC 'EM recognition cards will be circulated throughout the Division for colleagues to send informal notes of recognition and gratitude to each other throughout the year.*