

STAFF EXCELLENCE PROGRAM

The Staff Excellence Program in the College of Engineering and Applied Science at CU-Boulder was formed in 2009 based on recommendations made as part of strategic planning. These recommendations include staff growth, training, engagement, and recognition, as well as improving efficiency of administrative processes. Listed below are several opportunities for staff to help meet these recommendations. The college strategic plan may be found at: <http://engineering.colorado.edu/engineering2020/>.

1. Professional-development Funds

Staff may apply for funding to attend training sessions, workshops or other forums to help develop the professional skills used in their positions. A 1:1 costshare from the staff member's unit is expected. Requests may be submitted at any time to Jana Murphy (jana.murphy@colorado.edu) and should include a short description of the training opportunity and expected benefits, its date/time and location, and budget request. It should be accompanied by an endorsement from the staff member's chair, director or supervisor, which also commits to costshare.

2. Staff Awards

The College of Engineering and Applied Science has established the following staff awards to recognize outstanding service:

- *The College of Engineering and Applied Science Staff Advisor Award:* This award recognizes staff advisors who demonstrate exceptional advising skills and who may serve as role models to other staff advisors in the College. This award is given annually and carries a \$1,000 stipend. Recipients of the award are selected based on the scores and comments received on class and advising surveys conducted by the College.
- *The College of Engineering Outstanding Staff Award:* This award recognizes staff that have made outstanding contributions to their work unit that benefits the students, faculty and other staff of their unit and the College. The award is presented annually and the winner receives a stipend of \$1,000.
- *The Employee Recognition Award:* This award recognizes outstanding classified and professional exempt staff. The award is rotated between the various departments and programs of the College on a monthly basis so that each unit (or clusters of small units) has an opportunity to honor a staff member once each academic year. The award amount is \$500.
- *Staff Incentive Award:* This award was established by the College to recognize outstanding service by classified staff employees. The award may be given throughout the year in recognition of special accomplishments or contributions to the College such as excellent customer service, innovative ideas that serve to improve the College, creativity in the workplace, and exemplary performance while completing a project or job task. Individual staff and/or employee teams are eligible to receive the incentive award. Award recipients are eligible to receive from their units a gift (cash, gift certificate or item) that would not generally exceed \$100 in value, though occasionally awards up to \$250 in value may be made for particularly substantial service.

In addition to the awards mentioned above, several departments and programs have established unit-specific staff awards to honor their employees.

3. Peer-mentoring Program

A peer mentor is assigned to each new employee. When there is no one in the same unit available to serve as a mentor, the Director of Human Resources assigns someone with similar duties from another unit to serve as a mentor. In this case, the new employee and the mentor are invited to join the Director of Human Resources for coffee so that they can meet and exchange information. In addition, an orientation for new staff is organized each semester by the Director of Human Resources.

4. Staff Engagement

Staff participate in a variety of college-wide and unit-specific social events and activities, including the college faculty/staff meetings held each semester. Funds may be requested from jana.murphy@colorado.edu for light refreshments associated with additional events to engage staff from multiple units in more effectively contributing to the college mission. As an example, the staff members of the College of Engineering and Applied Science were invited to participate in a college-wide staff meeting to discuss inefficient and ineffective policies and procedures. This meeting was held on January 7, 2009 as the result of President Benson's request that university employees give their input about to the President's Task Force on Efficiency about how to improve work processes of the University. Approximately two-thirds of the staff attended the meeting, which included a light breakfast provided by the College. Results include recommendations for the task force concerning system policies and procedures but also recommendations about campus and college-specific policies and procedures. The staff recommendations will be forwarded to the task force and to the appropriate campus and college administrative units for review.

J. Murphy & R. H. Davis 1/20/09