

Above and Beyond Award Guidelines

Office of the Executive Vice President for Research and Partnerships

1. Purpose

The Above and Beyond Award Program is the Office of the EVPRP adaptation of the university-wide Bravo Awards. It is an after-the-fact discretionary award program designed to ***provide recognition and reward for substantial accomplishments that extend well beyond regular work responsibilities***. This award differs from the annual Merit Awards (which recognize outstanding job performances) as the Above and Beyond awardees are singled out for extraordinary contributions beyond outstanding job performance that have made a positive impact on their department, Purdue, and/or the community.

2. Award Categories

- **Outstanding Commitment:** Contributions to the rise of new discoveries and partnerships through their willingness to take the extra step. This would include staff who have been instrumental in the creation of new, innovative initiatives, may have served as mentors to fellow staff members, or may have increased productivity in their unit. Award winners exemplify a forward-thinking and responsive nature.
- **Moving the University Forward:** Accomplishments or contributions that transform or advance University objectives (i.e. initiatives that improve graduation rates, developing programs to measure student academic knowledge, enhancing the academic excellence of the University, improving student affordability, etc.).
- **Operational Excellence:** Extraordinary effort during times of critical department need (e.g., contribution that clearly and significantly exceeds standard job requirements and impacts the accomplishment of important and critical business operational goals and deliverables) or extraordinary performance that far exceeds expected or required performance. Managers must be able to document specific achievements and/or measurable contributions to the unit's business based upon the employee's exceptional performance.
- **Innovation/Creativity:** Innovative work or suggestions, well beyond standard job requirements, that significantly improve operational efficiencies, introduce a new or modified business practice or improve work process, workflow or customer service.
- **Fiscal Stewardship:** Significant cost saving or cost avoidance realized beyond normally expected or established standards.

3. Eligibility

A faculty/staff member must:

- Have completed at least three months of service;
- Have no outstanding disciplinary actions; and
- Be in active EVPRP employment status at the time the Award is paid.

The following classifications are **not eligible** to receive the Above and Beyond Award:

- Executive Officers (i.e., a University officer reporting directly to the President, Provost, Executive Vice President Finance and Treasurer, Chancellors, Deans, Vice Provosts or a Vice President)

- Upper-level management positions (i.e., Department Heads, Associate/Assistant Vice Presidents, Associate/Assistant Provosts and Directors who report to a Vice President)
- Student employees
- Graduate and temporary staff
- Visiting faculty and limited term lecturers
- Postdoctoral, resident, or intern appointments
- Employees who have a specific employment contract with the University that links additional compensation to their performance

The following three organizational units are eligible to participate in the Office of the EVPRP Above and Beyond Program. Unit leaders are listed in parentheses.

- Office of Executive Vice President for Research and Partnerships
- Discovery Park
- Office of Corporate and Global Partnerships

4. Award Amounts

Award amounts are \$500 or \$1,000, depending upon the scope and impact of the achievement. A faculty/staff member may not be rewarded twice for the same achievement.

5. Payment

Awards will be processed with the regular payroll. Awards are considered taxable income in the year in which they are paid and are subject to applicable tax withholdings and W-2 reporting.

6. Nomination Process

Each organizational unit within the Office of the EVPRP (listed in Item 3) will conduct their own nomination process following the steps outlined below:

- Inform all employees that they are eligible to submit nominations by completing and submitting a nomination form to the appropriate supervisor.
- The supervisor will certify that the nominee meets the award criteria and that the nominated accomplishment is truly above and beyond regular work responsibilities. The supervisor will then forward the nomination to the appropriate unit leader (listed in Item 3 above).
- If the unit leader approves the nomination, he/she will select the dollar amount of the award and forward the nomination materials to the unit's Selection Committee. It is suggested that Selection Committees consist of three to five members who are sub-unit leaders and past award winners. Membership in the committee should rotate each year.
- Selection Committees will review the nominations and submit a list of acceptable award nominees, in ranked order, to the unit leaders who will forward the list to the Office of the EVPRP (ctanner@purdue.edu), for final selection.

7. Announcement and Presentation of Awards

Awards will be announced and presented at the EVPRP Service Recognition Reception in December.