

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 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.

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 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, the Provost, the 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 staff
- Temporary staff
- Visiting faculty
- 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 organizational units are eligible to participate in the EVPRP Above and Beyond Award Program:

- Office of Executive Vice President for Research and Partnerships
- Purdue Center for Cancer Research
- Discovery Park (including administration, core centers, project centers)
- Life Science Initiative Pillars
- Global Affairs
- International Programs (including Study Abroad, ISS)
- Technical Assistance Program and Manufacturing Extension Partnerships

4. Award Amounts

Award amounts can be \$250, \$500, \$750 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 and 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

All employees are eligible to submit nominations by completing a nomination form. The form should then be submitted to the nominee's supervisor/director/AVPR for signature approval. The supervisor/director/AVPR should forward the completed form to Cathy Tanner (ctanner@purdue.edu) by **Monday, November 14**. Awards will be announced at the EVPRP Service Recognition Reception in December.