



**UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
BOARD OF REGENTS**

**RESOLUTION NO. 17-10**

**RELATIVE TO APPROVING THE TRITON AWARDS PROGRAM**

**WHEREAS**, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) serving the post- secondary needs of the people of Guam and the region; and

**WHEREAS**, the governance and well-being of UOG is vested in its Board of Regents (BOR); and

**WHEREAS**, UOG formally recognizes employees who demonstrate exemplary work, make significant contributions to and/or demonstrate outstanding service to their department or UOG through an employee recognition program that is held in conjunction with its annual Charter Day celebration; and

**WHEREAS**, employee recognition is an important part of employee development, demonstrating that organizations value and appreciate employees' efforts and leading to positive outcomes by giving employees a sense of ownership and belonging in their place of work, helping to build a supportive work environment and improving morale, enhancing loyalty, increasing employee motivation and improving employee retention; and

**WHEREAS**, UOG's recognition program acknowledges employees who have received promotions or retired in the previous year and who have maintained employment at UOG for an extended length of time, and, through a nomination and review process, selects and rewards one Employee of the Year in each of three different skill categories, one Supervisor of the Year, and one Administrator of the Year; and

**WHEREAS**, the UOG Faculty Senate also conducts a process to nominate and select for recognition up to three faculty members who exemplify the criteria established for the faculty roles of teaching, creative/scholarly activity or research, and service; and

**WHEREAS**, in keeping with UOG's mission and its Good to Great implementation plan, which includes strategic, service and employee development initiatives, the President established a committee, with representatives from the Human Resources Office, Staff Council, Faculty Senate and Administrators Council, to evaluate and redesign the recognition program in line with best practices; and

**WHEREAS**, the committee developed a proposed recognition program named the "Triton Awards Program (TAP)," and submitted the proposal to the administration for review and approval; and


**WHEREAS**, the TAP proposal was subsequently disseminated to UOG's governance bodies and after receiving input and support, the administration now recommends that TAP be approved and implemented; and

**WHEREAS**, the President and the Academic, Personnel and Tenure Committee have reviewed and together recommend TAP to the BOR for approval; and

**NOW, THEREFORE, BE IT RESOLVED**, that the BOR hereby approves the Triton Awards Program as attached; and

**BE IT FURTHER RESOLVED**, that the President has the authority to make administrative changes to the program as necessary, without further approval of the BOR.

Adopted this 20th day of April, 2017

  
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Antoinette D. Sanford, Chairperson -

**ATTESTED:**

  
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Robert A. Underwood, Ed.D., Executive Secretary

VERSION 1.0

APRIL 7, 2017



## TRITON AWARDS PROGRAM

PRESENTED BY:

TRITON AWARDS PROGRAM REVIEW COMMITTEE

UNIVERSITY OF GUAM

UOG STATION | MANGILAO, GUAM 96923

## TRITON AWARDS PROGRAM

The University of Guam (UOG) Triton Awards Program (TAP) establishes an incentive program to recognize UOG full-time employees who demonstrate exemplary work, make significant contributions, and/or demonstrate outstanding service to his/her division or the University.

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### ELIGIBILITY

- Unless otherwise specified in each award category, any full-time employee who has served UOG for at least twelve (12) months or a full year, without a break in service, is eligible to be nominated for a Triton award. The nominee must remain actively employed by UOG through the date the award is presented.
- The employee may be nominated for recognition under one (1) award category per year. In the event the employee is nominated for more than one award category, the employee will be given the opportunity to select which category of nomination for consideration. If the employee declines to select a category, the TAP Review Committee (TAPRC) will ask the nominator(s) to select the category. If the nominator(s) are unwilling or unable to identify a single category, then the nomination will be disregarded.
- The employee must have received at minimum a satisfactory performance evaluation rating in his or her most current performance evaluation.
- The employee must have not received any disciplinary action during the calendar year for which their performance is being recognized or during the nomination/evaluation process. Disciplinary action is defined as an official reprimand or adverse action. An employee under investigation for misconduct or involved in an active disciplinary case is also not eligible; and
- The employee's contributions and achievements must be exceptional. Evaluations will not include promotion of self-esteem as a factor.

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### EVALUATION PERIOD

Calendar Year Prior to the Award Year

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### PROGRAM PROCEDURES

- The TAPRC Advisor will notify the University of Guam community of the awards program, the nominating procedures, and distribute nomination forms. In support of UOG's Go Green initiative, the nomination process will be made available electronically. Hard copies of the nomination form may be picked up at the Human Resources Office (HRO) if needed.
- Each category need not have a winner. In the event that no nomination is received or that nominee(s) are determined not to have met the standard expected of the award criteria in the category for which they are nominated, an award in that category may not be given for the year. A single nominee in any award category does NOT mean the nominee is an automatic winner.

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## TAPRC COMPOSITION

- One representative will be nominated by each of the governing bodies (Faculty Senate, Staff Council, Admin Council, and SGA) and ratified by the President. The Executive Assistant to the President will also serve on the TAPRC.
- The Advisor of the TAPRC will be the Chief Human Resources Officer or his/her designee.

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## SELECTION PROCESS

- All TAPRC discussions are confidential.
- The nominator may be contacted for additional information.
- Changes may not be made to Nomination Forms without discussion and agreement by the TAPRC.
- Recommendations made by the TAPRC regarding award winners will be reviewed for concurrence by three representatives of the executive leadership.
- Award winners will be officially named by memorandum by the President to the TAPRC Advisor, who will then coordinate the Triton Awards Ceremony, award prizes, and, in coordination with the Director of Integrated Marketing Communications, announcements/public recognition of the winners.

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## DEFINITIONS

- *Appointing Authority:* President, Senior Vice President, and Vice President.
- *Administrator:* Deans, Associate Deans, Directors, etc.
- *Supervisor:* One who is responsible for the work of others (includes the evaluation of the employee's performance, approval of leave, etc.)
- *Award Year:* The year in which the award/recognition ceremony is held and the award/recognition is presented to the recipient.

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## NOMINATION GUIDELINE

- Any individual or group may nominate an employee.
- The electronic nomination form is accessible on the HRO webpage ([www.uog.edu/hro](http://www.uog.edu/hro)). Hard copy nominations must be hand-delivered to HRO.
- In the event of multiple nominees for the same award from the same department/division, the appropriate department/division head shall review and recommend a final candidate who best meets all criteria and eligibility requirements of the award for which they are being nominated.
- Nominations will open on January 2<sup>nd</sup> of the Award year and close on March 15<sup>th</sup> of the Award year. Should either day fall on a weekend or holiday, then the open/close date(s) will be the following work day.
- All nominations will be reviewed to verify eligibility prior to evaluation by the TAPRC. If the nominee is determined to be ineligible for the award he/she is nominated for, the nomination will be removed from consideration and the nominee's department/division head will be notified of the determination as soon as is reasonably possible.

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## AWARD CATEGORIES AND CRITERIA

### FACULTY AWARDS

These awards are determined by the Faculty Senate. The Senate Standing Committee on Faculty Excellence shall develop procedures and standards for the Senate to use in bestowing the University Charter Day Faculty awards in teaching, research and service.

- **Excellence in Teaching**
- **Excellence in Research**
- **Excellence in Service**

### TRITON AWARDS

Nominations for the following awards will be evaluated by the TAPRC using the Triton Awards procedures and the criteria identified under each of the following award categories.

#### 1. Triton of the Year (Non-Academic Employees)

This award recognizes non-academic employees whose contributions have positively impacted their division or department and the university and is the highest honor a staff member can receive. The nominee may not have received this award within the previous three years, inclusive of the calendar year prior to the award year in which they are being nominated.

##### Criteria:

- Nominee carries out responsibilities professionally and collaboratively, providing excellent service to all those with whom he/she works and serves;
- Nominee promotes the mission of the university and goals of his or her college, school, division or department;
- Nominee takes initiative in his or her work, often going above and beyond what is required;
- Nominee is dedicated and approaches work life with a positive attitude, using positive behaviors to better the working environment; and/or
- Nominee exhibits consistent support to co-workers and/or superiors, and consistent volunteerism whenever and wherever needed.

#### 2. Supervisor of the Year

This award recognizes the outstanding people-management skills, contributions, and achievements of supervisors; and their commitment to professional standards and responsive customer service. The nominee may not have received this award within the previous three years, inclusive of the calendar year prior to the award year in which they are being nominated.

##### Criteria:

- Nominee inspires a sense of collaboration, co-operation and trust to enable the team/program to achieve its defined goals and objectives;
- Nominee leads by example, demonstrating exceptional customer service, knowledge and appropriate application of University policies and procedures, and the ability to mediate when differences arise between employees and/or with customers;
- Nominee respects and values contributions of each member of the team/program and is true to the highest ethical standards at all times;
- Nominee promotes the mission of the university and goals of his or her college, school, division or department;

- Nominee takes initiative in his or her work, often going above and beyond what is required;
- Nominee exhibits exceptional analytical and decision-making skills to achieve the goals and objectives of the team/program; and/or
- Nominee effectively builds and articulates the vision and mission of the team/program, and fosters motivation and a deep level of commitment from all team members.

### **3. Faculty of the Year**

This award recognizes overall excellence by faculty members in meeting the University mission to enlighten, discover and serve. The nominee may not have received this award within the previous three years, inclusive of the calendar year prior to the award year in which they are being nominated.

#### **Criteria:**

- Nominee exhibits collegiality and a recognized concern for colleagues and all other members of the University community;
- Nominee values diversity and demonstrates a commitment to creating a safe and supportive learning environment;
- Nominee is deeply committed to teaching, advising and mentoring, and has a positive and lasting impact on students;
- Nominee contributes to his/her field of study through research and/or scholarly/creative activities;
- Nominee provides service to the University and the community, modeling respectful and ethical behavior in all of their activities; and/or
- Nominee regularly participates in University events, to include faculty convocation/assembly, commencement, faculty development day, Charter Day, etc.

### **4. Innovation Award**

This award recognizes employees who generate ideas and suggestions which directly contribute to UOG's financial sustainability, efficiency, or effectiveness.

#### **Criteria:**

- Nominee has introduced or identified an initiative that brings about a positive change in support of the University's strategic goals;
- Nominee routinely promotes cost savings or improved efficiency beyond the expectations of their position;
- Nominee demonstrates imagination, creativity, and motivation that supports the achievement of the University's strategic goals;
- Nominee demonstrates creativity or resourcefulness in performing job duties, adhering to UOG policy and protocol, which improves program efficiency, effectiveness or financial sustainability; and/or
- Nominee practices sustainable and/or innovative methods for improving performance and operational efficiency.

### **5. Triton Cares Award**

This award recognizes employees who interact professionally with members of the UOG community, vendors/contractors, or the general public. The hallmark of this award is excellent customer service provided consistently throughout the year.

#### **Criteria:**

- Nominee goes above and beyond by displaying a positive attitude, even under the most difficult circumstances, which impacts the internal/external customer experience;

- Nominee has repeatedly been "caught in the act" of delivering exceptional service above and beyond the call of duty;
- Nominee goes above and beyond to eliminate barriers for customers by effectively and efficiently communicating, collaborating and addressing customer needs;
- Nominee demonstrates creativity or resourcefulness in assisting customers above and beyond the call of duty while adhering to UOG policy and protocol; and/or
- Nominee goes above and beyond in serving as a role model to students and coworkers through positive interactions with internal and/or external customers.

## **6. Institutional Prestige Award**

This award honors employees and/or departments who bring positive national/regional/international/global recognition to the University.

### **Criteria:**

- Nominee, and/or nominee's work/research has been recognized by organizations/governments or educational institutions in the western Pacific region, U.S., or internationally; or
- Nominated department has received recognition in the western Pacific region, U.S., or internationally for exceptional and/or innovative service/practice that serves as a model and/or demonstrates best practice in the area.

## **7. Student Choice Award**

This award honors any employee who models behavior worthy of emulation, bolsters the morale of others, or mentors or inspires others in support of the UOG mission, objectives and values. Nominations may only be made by students and the nominee may NOT solicit his/her nomination in any way.

### **Criteria:**

- Nominee contributes to the personal, professional, or academic development of a student or group of students above and beyond the expectations of their position;
- Nominee helps foster a student-focused atmosphere above and beyond the expectations of their position.
- Nominee is dedicated and approaches work life with a positive attitude;
- Nominee supports the involvement of UOG students in University life 'beyond the classroom' such that students feel like valued members of the University community.
- Nominee demonstrates a willingness to extend themselves to help others and exemplifies good citizenship.

## **8. Triton Team Award**

This award recognizes unique and exemplary accomplishments that results from employee collaboration and teamwork. These efforts lead to significant departmental, organizational, and/or community impact. The hallmark of this award is excellent team performance resulting in progress towards greatness. Nominations may be made by UOG community members and the general public. Members of a team may NOT solicit a nomination in any way.

### **Criteria:**

- Members of the nominated team, both individually and as part of the team, promote UOG's mission, respective division/department goals, and team objectives.
- Nominated team demonstrates excellence, collaboration, carries out both individual and team responsibility with professionalism and enhances the reputation of the University through their efforts.



- The nominated team develops creative synergy by encouraging participation and openness while sharing ideas, responsibilities, and skills.

## RECOGNITION

### 1. Service

Employees will be recognized for years of service at the University of Guam. Employees will be presented with a certificate at the Awards ceremony for service of 10, 20 years, or 30 years. The President may determine additional categories for service over 30 years as deemed appropriate and recommended by the TAPRC.

### 2. Promotion

The names of all employees who were promoted in the calendar year prior to the award year will be listed in the Triton Awards Program booklet for recognition.

### 3. Tenure

The names of all faculty who were granted tenure in the calendar year prior to the award year will be listed in the Triton Awards Program booklet for recognition.

### 4. Retirement

All employees who retired in the calendar year prior to the award year will be recognized and presented a Certificate of Appreciation. Their names will be listed in the Triton Awards Program booklet for recognition.

### 5. Emeritus(a) Designation

The names of all academic employees who were granted Emeritus(a) status in the calendar year prior to the award year will be recognized and presented with a Certificate of Appreciation. Their names will be listed in the Triton Awards Program booklet for recognition.

## TRITON AWARD RECIPIENTS WILL RECEIVE

- An inscribed plaque,
- A letter of recognition from the President, and
- The Innovation, Triton Cares, Institutional Prestige, and Student Choice award recipients will also receive a monetary award of \$250.00 each.
- The Triton of the Year, Supervisor of the Year, and Faculty of the Year award recipient(s) will also receive a monetary award of \$500.00 each and be assigned a reserved parking space in an area they request for a period of one (1) year, effective June 1<sup>st</sup> of the award year. Space designation is subject to final approval by the VPAF.
- A dinner will be hosted by the President for Triton Team Award recipients and one guest. The president may invite other guests as appropriate.
- Nominees for the Triton of the Year, Supervisor of the Year, and Faculty of the Year award nominees will receive a certificate of recognition for their nomination if they are not selected to receive the award.