


**PRESIDENT'S POLICY MEMORANDUM NO. 269**

**TO:** All Virginia Tech Employees

**FROM:** Charles W. Steger 

**DATE:** June 17, 2011

**SUBJECT:** Staff Career Achievement Award

Approved by Staff Senate:	February 17, 2011
Approved by CSPA:	February 22, 2011
Approved by University Council:	March 21, 2011
Approved by the President:	March 21, 2011
Approved by the Board of Visitors:	June 6, 2011
Effective Date:	Upon Approval

The Board of Visitors approved a resolution regarding a Staff Career Achievement Award.

Following is the text of the resolution.

Virginia Tech has a number of retiring staff members who have served the university with such distinction over a long period of time that they are deserving of special recognition for their outstanding careers. Virginia Tech is proud of the service of its staff members and would like to establish a Staff Career Achievement Award to highlight the contributions of this select group for their years of outstanding service.

The Commission on Classified Staff Policies and Affairs proposed establishing a formal mechanism, similar to the recognition provided to retiring faculty members through Policy 4405, the Virginia Tech Emeritus Faculty Policy, to honor retiring staff members who have distinguished themselves through their exemplary performance over a long period of time with a cash award and recognition. The Resolution to Establish a Staff Career Achievement Award was approved by University Council and the president on March 21, 2011.

Virginia Tech could not achieve its mission without the service of all of its staff members and could not excel without the talent of its most outstanding retiring staff members who have dedicated themselves to the institution in the truest spirit of *Ut Prosim*. The university requests approval by the Board of Visitors to establish a Staff Career Achievement Award as outlined in the resolution.

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**WHEREAS**, a number of our retiring staff members serve Virginia Tech with such distinction over such a long period of time that they are deserving of special recognition for their outstanding careers; and

**WHEREAS**, retiring faculty members are already recognized through Policy No, 4405, the Virginia Tech Emeritus Faculty Policy; and

**WHEREAS**, there is currently no formal mechanism to honor retiring staff members who have distinguished themselves through their exemplary performance over a long period of time; and

**WHEREAS**, Virginia Tech could not achieve its mission without the service of all of its staff members and could not excel without the talent of its most outstanding retiring staff members who have dedicated themselves to the institution in the truest spirit of Ut Prosim.

**NOW, THEREFORE, BE IT RESOLVED**, that

- In accordance with university Policy No. 4335, Virginia Tech will establish a Staff Career Achievement Award to recognize up to five exemplary staff retirees each year with a cash award and recognition at the appropriate annual university recognition event;
- The Staff Career Achievement Award will first be presented in 2012, with nominees submitted from the pool of staff members retiring in 2011;
- Nominees must have served a minimum of ten years at Virginia Tech and have a history of outstanding performance in their position. Selection criteria for this high honor may include: demonstrated support of Virginia Tech programs, exceptional personal contributions to Virginia Tech, and active participation in university-wide activities;
- Vice Presidents and Deans may nominate retiring staff members for the award based on the recommendation of their supervisor through a process supported by the Office of Human Resources;
- Every nominee, whether or not selected for the award, will be recognized by a certificate of nomination for distribution by the nominating Vice President or Dean.

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