OU-Tstanding Employee of the Quarter
INFORMATION GUIDE

The Employee of the Quarter Award Program was developed to encourage recognition of the contributions made by OU-Tulsa staff employees who go beyond the expectations of their employment.

**Award:**
The Employee of the Quarter will receive a lapel pin and a check for $250.00 at a reception hosted by their department. The department will be allowed up to $150 for reception expenses.

**Eligibility & Rules:**
To be eligible for this award, the employee must have held a 50% or more FTE, permanent, non-faculty appointment at OU in Tulsa for at least three (3) consecutive calendar years. Nomination forms must be accompanied by at least two (2) letters of recommendation, one of which must be from the employee’s direct supervisor. There is no maximum number of letters that can be submitted. Incomplete or anonymous nominations will not be considered. Those nominees not receiving the Employee of the Quarter award will be held and reconsidered each quarter for 1 year from the date first received.

Nominations will be considered and voted upon by the Employee of the Quarter Award Committee. This committee is made up of a group of OU-Tulsa staff members representing staff members from all units. The committee’s recommendation will be forwarded to President Levit for approval.

The individual nominating the Employee of the Quarter will also receive an appreciation gift.

Employee of the Quarter recipients cannot be considered for new nominations for a period of 3 years after receiving the award.

**Award Criteria:**
An employee need not meet all criteria listed below to receive the award. In order for the Award Committee to fully evaluate the nominee, it is important that specific examples be cited in nomination form and letters of recommendation.

- Does the employee have an outstanding attendance record?
- Does the employee consistently go the extra mile without being asked?
- Does the employee advance their knowledge by learning new skills?
- Does the employee contribute to their department or college with new ideas or improved efficiencies?
- Does the employee have exceptional qualities that distinguish them from other nominees?
- Does the employee serve on OU-Tulsa committees and special projects?
- Is the employee dedicated and loyal to OU-Tulsa?
- Is the employee cooperative and friendly to the public and OU-Tulsa employees and students?
- Does the employee perform well under pressure?
- Does the employee go out of their way to assist co-workers in their duties?

**Committee Membership:**
The Employee of the Quarter committee shall be made up of five staff members in good standing who are familiar with OU-Tulsa and will be able to attend meetings, work towards compromise and effectively represent the organization. Committee members will be chosen by the President, OU-Tulsa from five representative groups:

- National Resource Center for Youth Services
- College of Medicine-Tulsa Academic and Administrative departments
- Schusterman Administration (both HSC and Norman-based employees)
- Clinical sites
- Other HSC and Norman-based colleges located at OU-Tulsa

Committee members would serve two-year terms, except for the first year, in which two of the members would have a one-year assignment. The initial one-year terms would be held by individuals representing Schusterman Administration and Clinics.