



PRESIDENT'S POLICY MEMORANDUM NO. 269-Revision 1

TO: All Virginia Tech Employees
FROM: Timothy D. Sands
DATE: March 26, 2018
SUBJECT: Staff Career Achievement Award (Revision 1)

Approved by Staff Senate:	January 18, 2018
Approved by CSPA:	January 23, 2018
Approved by University Council:	February 19, 2018
Approved by the President:	February 19, 2018
Approved by the Board of Visitors:	March 26, 2018
Effective Date:	Upon Approval

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. 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.

In 2011, the Commission on Staff Policies and Affairs proposed establishing a Staff Career Achievement Award 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 was approved by University Council and the president on March 21, 2011, and by the Board of Visitors on June 6, 2011, resulting in the issuance of President's Policy Memorandum #269.

A subsequent revision was proposed by the Commission on Staff Policies and Affairs in 2018 following the same approval path and was approved by the Board of Visitors on March 26, 2018. The primary purpose of the revision was to authorize the Vice President for Human Resources to manage the award nomination and selection process.

Following is the text of the resolution.

WHEREAS, in 2011 the Board of Visitors (the Board) authorized the establishment of the Staff Career Achievement Award to recognize retiring staff members who have distinguished themselves through their exemplary performance over a long period of time [in accordance with Policy #4335]; and

WHEREAS, the award program approved by the Board specified that up to five exemplary staff retirees could be recognized each year; and

WHEREAS, the number of staff retirees has increased and the number of nominations has increased since the program's inception; and

WHEREAS, the Staff Career Achievement Award Selection Committee, the Staff Senate, and the Commission on Staff Policies and Affairs has recommended that the university expand the number of award recipients to ensure distinguished staff can be recognized; and

WHEREAS, the Division of Human Resources oversees the award program nomination and selection process and fully supports expanding the number of award recipients in years where there are more than five exemplary retired staff; and

WHEREAS, the university recommends no changes to the nomination criteria (Nominees must have served a minimum of ten years at Virginia Tech and have a history of outstanding performance in their position.).

NOW, THEREFORE, BE IT RESOLVED, that the Board delegate authority to manage Staff Career Achievement Award nomination and selection process to the Vice President for Human Resources; and

BE IT FURTHER RESOLVED, that any changes to the selection criteria will still be at the discretion of the Board of Visitors.

Additionally, the original resolution stipulated that in addition to the cash award, each recipient is to be recognized at the appropriate annual university recognition event. Further, every nominee, whether or not selected for the award, is to be recognized by a certificate of nomination for distribution by the nominating vice president or dean (**original PPM 269 from 2011 is appended to this revision 1**).

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- **Original approval:**

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

- **Revision 1:**

Approved by Staff Senate:	January 18, 2018
Approved by CSPA:	January 23, 2018
Approved by University Council:	February 19, 2018
Approved by the President:	February 19, 2018
Approved by the Board of Visitors:	March 26, 2018
Effective Date:	Upon Approval



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.

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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