



Timothy D Sands, President  
Burruss Hall, Suite 210  
800 Drillfield Drive  
Blacksburg, VA 24061  
540-231-6231 [president@vt.edu](mailto:president@vt.edu)  
*@VTSandsman on Twitter and Instagram*

**Presidential Policy Memorandum No. 269**  
**(Revision #1)**

**To:** Virginia Tech Faculty, Staff, and Students  
**From:** Timothy D. Sands  
**Date:** March 26, 2018  
**Subject:** **Staff Career Achievement Award**

---

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*.

To parallel the Emeritus Faculty Policy (#4405), the Virginia Tech Board of Visitors approved the creation of the Staff Career Achievement Award to highlight and recognize with a monetary award the contributions of a select group of retiring staff members who have served the university with distinction over a long period of time (in accordance with Policy #4335).

- The Staff Career Achievement Award recognizes up to five exemplary staff retirees each year with a cash award and recognition at the appropriate annual university recognition event.
- 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. Any proposed changes to these criteria must be approved by the Board of Visitors.
- The Board of Visitors delegates to the President, through the Vice President for Human Resources, the authority to manage the nomination and selection process for the award.
- Every nominee, whether or not selected for the award, will be recognized by a certificate of nomination for distribution by the appropriate Vice President or Dean.

(continued)

\*\*\*\*\*

Creation of the Staff Achievement Award was approved as follows:

Approved by Staff Senate:	February 17, 2011
Approved by Commission on Staff Policies and Affairs:	February 22, 2011
Approved by University Council:	March 21, 2011
Approved by President Steger:	March 21, 2011
Approved by the Board of Visitors:	June 6, 2011
Effective Date:	Upon Approval

- Revision 1

Delegates from the Board of Visitors to the President, through the Vice President for Human Resources, the authority to manage the nomination and selection process for the award. However, the Board of Visitors retains the authority to approve any changes to the criteria for the award.

Approved by Staff Senate on January 18, 2018.

Approved by the Commission on Staff Policies and Affairs on January 23, 2018.

Approved by University Council and President Sands on February 19, 2018.

Approved by the Board of Visitors on March 26, 2018.

####