




XAVIER UNIVERSITY OF LOUISIANA
Office of the President

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MEMORANDUM

TO: All Staff Employees

FROM: Ralph W. Johnson 
Senior Vice President for Administration

DATE: March 12, 2015

SUBJECT: Norman C. Francis Staff Total Excellence Program

As indicated at the Spring Staff Institute, Xavier University is pleased to announce the establishment of the Norman C. Francis Staff Total Excellence Program (STEP) awards.

The program's aim is to bestow the University's highest honor annually on staff employees who exemplify outstanding leadership, performance and service to Xavier University of Louisiana. One employee will be selected for each of the three categories and the recipients will be announced at the Founder's Day Convocation. Nominations for the inaugural year will be accepted through July 31, 2015. Each recipient will receive a lapel pin, monetary award and plaque.

Additional information regarding the awards, selection process and deadlines can be found on the attached document and on the Human Resources website.

Please contact Human Resources with additional questions.

Cc: Larry Calvin

DR. NORMAN C. FRANCIS STAFF TOTAL EXCELLENCE AWARDS PROGRAM (STEP)

Policy: The purpose of Dr. Norman C. Francis Staff Total Excellence Program is to bestow the University's highest honor annually on staff employees who exemplify outstanding performance, dedication and service to Xavier University of Louisiana. One employee will be selected for each of the three categories and the recipients will be announced at the Founder's Day Convocation. The awards are:

Staff Excellence Award for Leadership is granted to a staff employee who has exhibited exemplary leadership qualities which merit recognition. Criteria for the Staff Excellence in Leadership Awards include the following:

Have the respect of administrators, peers and subordinates for having outstanding knowledge of area of responsibility, presenting new ideas in solving problems, initiating changes to make processes more effective, motivates and compliments the work of others and support the mission of Xavier University

Staff Excellence Award for Outstanding Service is granted to a staff employee who has exhibited outstanding service to others or in the community which reflects the qualities of Saint Katharine Drexel and Dr. Norman C. Francis. Criteria for the Staff Excellence Awards for Outstanding Service include the following:

Has been recognized by administrators, peers, and members of community organizations as having unselfishly shared their time, talents and resources to make life better for those being served as exemplified by the qualities of St. Katharine Drexel and Dr. Norman C. Francis.

Staff Excellence Awards for Outstanding Performance are granted to staff employees for having consistently achieved an Individual Development Review rating of Highly Effective. Criteria for the Staff Excellence Awards for Outstanding Performance include the following:

Consistently demonstrate a high level of knowledge and skills in executing the duties and responsibilities of their position, ability to complete assignments according to established or new standards, attendance and punctuality are excellent, willing to assist others and have pride in their work.

Selection Process: For the first year of the awards, a selection committee of five members consisting of the Provost, Senior Vice President for Academic Affairs; Senior Vice President for Administration, Vice President for Student Services, Vice President for Institutional Research and a Sister of the Blessed Sacrament will receive nominations and select the Staff Total Excellence Program Award recipients. For the following years, the prior year's recipients will be added to the search committee. The awards will be presented at the Founder's Day Convocation program.

Faculty or staff may submit the name(s) of eligible staff for each award category and write a supporting statement not to exceed one page. Nomination forms may be found on the Human Resources website and will be accepted by the selection committee from January 1 through July 31 of the inaugural year and from June 1 through July 31 thereafter. All nominees must meet or exceed the eligibility criterion.

Selection Criteria:

- The nominee must be a current full time employee.
- The nominee must have completed a minimum of two years of continuous employment.
- The nominee must have received an Individual Development Review rating of Effective or Highly Effective.
- The nominee must exemplify the ideals on which St. Katharine Drexel founded Xavier University which are the commitment to service, respect for others, integrity and ethical conduct.
- The nominee must not have had any disciplinary counseling in the two years prior to their nomination.
- University Cabinet members are not eligible for nomination

The Selection Committee will meet in August of each year and review the list of nominees, the supporting statements for the nomination and to ensure that the nominees meet the selection criterion. The names of the finalists are submitted to the Director of Human Resources Office to determine if the nominee meets the eligibility requirements. The Director of Human Resources certifies that the nominees meet the years of service eligibility and Individual Development Review criteria and submits his/her results to the Selection Committee chairperson.

The Selection Committee submits the names of the finalists to the University President for final approval. The University President notifies the Selection Committee Chairperson of his/her approval of the recipients. If the President disapproves of a nominee then the Selection Committee will submit another name to the University President for approval.

The selected recipients are notified via letter from the Selection Committee chairperson and the recipients are presented to the University Faculty, Staff and Students at the noon Founder's Day Convocation.

Awards: Each recipient will receive a lapel pin, monetary award and plaque.

