

Employee Recognition RVC Administrative Procedure (3:20.150)

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A. Purpose

The College values employees who provide outstanding service or contributions to the College, or who enhances the College’s mission and educational reputation in the community. It is important for employees to feel valued, recognized, and appreciated.

The Employee Recognition Policy and Procedures provide a framework for individuals and teams to be recognized for their outstanding work and contributions.

While informal recognition is encouraged at the team level, the College formally recognizes employees for their years of service, leadership, innovation, and professional excellence.

B. Department and Primary Point of Contact Involved

- Faculty Emeritus Awards; Dr. Amanda Smith, VP of Academic Affairs, a.smith@rockvalleycollege.edu
- Employee Recognition Committee; Christine Lott, Director of Employee Relations, Human Resources c.lott@rockvalleycollege.edu

C. Definitions and Scope

- **Professional Development Day (PDD):** Held three times a year, provides employees with dedicated time to strengthen skills, explore growth opportunities, and engage in collaborative learning that supports both individual and institutional success. The Fall PDD also features the Recognition Awards Ceremony, where employees are celebrated for their work accomplishments and anniversaries (5-year increments) are honored with certificates and recognition from the College community. New employees are verbally recognized at Spring and Fall PDD.
- **Employee Recognition Committee:** A group of past recipients that review the nominees for the upcoming recognition cycle.

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- **Faculty of the Year:** A tenured faculty member chosen by their peers based on teaching experience, excellence, and service to their community.
- **Rookie of the Year (ROY):** A non-faculty employee who has worked at the College for two years or less. Nominee must be within the following employee groups: ESP/FOP/PSA/SSA/ADM
- **Employee of the Year (EOY):** A non-faculty employee who has worked at the College for more than two years. Nominee must be within the following employee groups: ESP/FOP/PSA/SSA
- **Leader of the Year (LOY):** A supervisory or administrative employee who demonstrates outstanding leadership, fosters a positive workplace culture, and supports the growth and success of their team and the College community. Nominee must be within the following employee groups: ADM position, nominated by Cabinet members. Nominees must have worked at the college for a minimum of three years and one year within their current role.
- **Emeritus Designation:** An honorary designation awarded by the College President to retirees who have been nominated for demonstrated exemplary service to the College and approved through the emeritus designation process.

D. Procedures

Employee recognition Awards

Announcement

- The Employee Recognition Committee fills out a Marketing Request form for the upcoming Employee Recognition Award nominations to be announced in the Daily News (ROY & EOY)
- This announcement includes the nomination questions and submission instructions.
- For Faculty of the Year, students are invited to nominate members of the faculty in the fall semester

Nominations

- Employees submit nominations by the stated deadline.
- After the deadline, the Employee Recognition Committee convenes to review all submissions.

Selection

- The College President reviews and approves the Committee's final selections.

Notification

- Families of the award recipients are notified and invited to attend the Recognition Awards Ceremony during Professional Development Day.

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Acknowledgement

- Each nominee (regardless of outcome) receives a letter of recognition signed by the College President.

Prizes

- **Rookie of the Year:** \$200 Stipend
- **Employee of the Year:** \$500 Stipend
- **Leader of the Year:** \$200 Stipend
- **Faculty of the Year:** \$500 Stipend
- **15+ Years of Service:** Any employee celebrating a 5-year increment after 15 years will also receive a monetary stipend valued at **\$50.00 for every 5 years of service.**
- For example (15 years of service= \$150 Stipend)

Faculty Development Day Assessment Awards

There are three distinguished awards that are recognized at Faculty Development Day, Excellence in Assessment, Assessment Champion, and Emerging Assessment star. For more information, please visit the Faculty Assessment Award Operating Procedure.

Emeritus Designation Nomination

Nomination Requirements

- A completed *Emeritus Designation Nomination Instruction Form*, all sections must be answered as completely as possible by a nominator to the Rock Valley College Human Resources Department.
- Two letters of support (at least one letter from a college administrator familiar with the nominee's service to the College)
- Support materials, including media related articles, additional awards, etc.
- All employees nominated for emeritus designation will be notified of the nomination outcome

Employee Appreciation

- The college hosts employee appreciation events each fall and spring semester to celebrate the valuable contributions of all employees. These events are open to all staff and faculty and are coordinated by the Employee Recognition Team in collaboration with the Human Resources Office.

E. Personal Milestones

The College encourages divisions and departments to recognize personal milestones (e.g., birthdays, weddings, retirements, baby showers) in ways that foster community and celebrate one another. However, the College is not responsible for allocating institutional funds toward these types of personal celebrations.

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F. Related Documents

1. [Rock Valley College Emeritus Designation Criteria](#)
2. [Rock Valley College Emeritus Designation Application](#)
3. [Faculty Assessment Award Procedure](#)

Reference: Board Report 4820

Implemented: July 20, 1992

Revised: December 16, 2025