



January 21, 2020

To All Faculty and Staff,

In our continuing efforts to foster a culture of excellence and celebrate our employees' contributions throughout the year, I am pleased to announce the launch of a new employee recognition and rewards program, the **STevens Appreciation & Recognition (STAR) Awards**.

STAR Awards are intended to recognize employees' special contributions that are:

- extraordinary in nature and characterized by performance that is substantially above and beyond expectations for a specific project, goal, or the routine responsibilities of the employee's position;
- significant in their impact on a department's, a division's, or the university's objectives; or
- discrete activities that are implemented over a finite period of time to achieve a particular outcome.

The STAR Awards program will provide more frequent opportunities to recognize the creativity, initiative, and dedication of employees throughout the year, rather than only during the performance appraisal process. It represents another vehicle to advance one of Stevens' strategic priorities, *Excellence in All We Do*.

During calendar year 2020, up to 20 awards (12 in the academic enterprise and eight within administrative divisions) will be awarded based on recommendations of the Provost and Vice Presidents. All full-time faculty and staff who meet the criteria are eligible to participate in this program. Eligibility criteria, selection criteria, the nomination form, and other information may be found at stevens.edu/HRstar.

Nominations for STAR Awards may be made at any time during the year and can be submitted as follows:

- For Academic Divisions - Chairs, Program Directors, or Associate Deans may submit nominations which will be forwarded to their respective Dean for review; Deans will forward their recommendations to the Provost for final approval.
- For Administrative Divisions - Directors, Executive Directors, or Assistant Vice Presidents may submit nominations which will be forwarded to their respective Vice President for review and approval.


STAR Award recipients will be recognized in the Stevens Weekly Electronic Bulletin Board (SWEBB) and receive a \$250 award. Winners will also be invited to join me and other STAR award

recipients for the quarter for a celebratory luncheon and will be presented with a commemorative Stevens pin.

Please join me in identifying the STARS among us and nominating them for recognition by the entire Stevens community.

I look forward to your participation in this program and to meeting with the first cohort of Stevens STARS this spring.

Per aspera ad astra,


Nariman Farvardin
President

