GENERAL INFORMATION
♦ The Mercer Spirit Award ♦

Purpose of the Program

• To provide the Mercer community a vehicle to recognize extraordinary contributions of our non-faculty employees that reflect an exceptional commitment to Mercer’s mission to serve.
• To reward specific and distinctive employee behaviors and accomplishments that embody Mercer’s core values of caring, encouragement, inspiration and respect.
• To encourage creativity, innovation and initiative.

Eligibility

• All full-time, non-faculty employee positions below the level of director or department head, with at least five years of service, are eligible for nomination. *(Departments of one are not considered a department head.)*

Nominations

• Any member of the University community, including supervisors, co-workers, department heads, subordinates, faculty members or students, may make nominations.
• Individuals may not nominate themselves.
• To be eligible for the award, an employee must be nominated, but the number of nominations will not affect the selection.
• If personnel other than the nominated employee’s supervisor make nomination, the nomination is forwarded to the nominee’s supervisor for review and signature.

Selection Criteria

• Staff members must demonstrate a high level of service to members of the University community, both internal as well as external to their department, as well as to off campus constituencies when applicable. Their accomplishments must reflect a high level of service, dedication, conscientiousness and compassion, going beyond what is normally expected.
• Staff members must demonstrate initiative, innovation and leadership.
• Staff members must demonstrate efforts to build the morale of their work group.
• Staff members must have worked diligently toward improving their own productivity and the productivity of their work group.
Staff members must exhibit exceptional performance over time which demonstrates the values outlined below:

- Compassion and encouragement, as demonstrated by positive and open working relationships;
- Creativity and inspiration that result in improved systems or processes;
- Professionalism, integrity, and respect for others;
- Commitment to make the University a more inclusive and welcoming place to work and live.

While the employee may have demonstrated high levels of performance, without the key component of the exceptional service dimension being demonstrated, an employee cannot receive this award.

Selection Committee

The Selection Committee is comprised of University administrators.

Winners

Each year The Mercer Spirit Award winners will be announced at the University Retirement and Recognition Ceremonies in Macon and Atlanta. Each winner will receive an engraved Mercer Spirit Distinguished Performance Award and a $1,000 cash award or gift certificate, or the same amount could be used toward a professional development opportunity.

Nomination Form

The Mercer Spirit Award Nomination Form is available at https://hr.mercer.edu/mu-hr/forms/upload/MercerSpiritAward-NominationForm.doc.