

Memorandum

To: College of Agriculture Faculty and Staff
From: Jay Akridge, Glenn W. Sample Dean of Agriculture
Date: October 27, 2014
Re: Bravo Award Program

I am pleased to announce that our College/Unit will participate in the Bravo Award program again this year. You may recall from last year that the Bravo Award is intended to highlight the excellence found across all areas and job functions at Purdue by recognizing and rewarding extraordinary achievements on every scale. The Bravo Award is a one-time cash award to employees at all levels in recognition of substantial accomplishments that extend well beyond regular work responsibilities. Acknowledging employee accomplishments that help Purdue make a difference with our students and in our state and help us move the world forward is vital to the University's mission and the morale of our faculty and staff.

All employees may submit nominations for the Bravo Award. Nominations will route as follows:

- Nominations should be submitted to the business manager in the employee's department.
- Business Managers will obtain Department Head Approval and Department Heads will recommend an award amount.
- Nominations will be forwarded to Director of Financial Affairs to obtain Dean's approval.

The nomination form is here: <https://ag.purdue.edu/Documents/BravoNominationForm.docx>, or you can find it on the Purdue Agriculture home page (<https://ag.purdue.edu>) in the drop-down menu labeled "Faculty and Staff".

To be eligible for a Bravo Award, employees¹ must:

- Have been employed at the University for at least 3 months
- Have no outstanding disciplinary actions
- Be in active status

Individual employees are eligible for two Bravo Awards per fiscal year.

Award criteria fall into four categories:

- **Moving the University Forward:** Accomplishments or contributions that transform or advance University objectives (i.e., initiatives that improve graduation rates, development of programs to measure student academic knowledge, enhancing the academic excellence of the University, improving student affordability, etc.).

¹ Please see <http://www.purdue.edu/hr/Compensation/Bravo/managertools.html> for a listing of ineligible employee categories.

- **Operational Excellence:** Extraordinary effort during times of critical department need (e.g., contribution that clearly and significantly exceeds standard job requirements and impacts the accomplishments of important and critical business operational goals and deliverables).
- **Innovation/Creativity:** Innovative work or suggestions, well beyond standard job requirements, that significantly improve operational efficiencies, introduce a new or modified business practice or improve work process, workflow or customer service.
- **Fiscal Stewardship:** Significant cost saving or cost avoidance realized beyond normally expected or established standards.

If you have questions, please contact your business manager. I look forward to recognizing the extraordinary achievements of our faculty and staff.