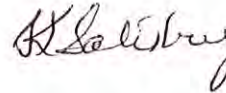


**TO:** PVM Faculty and Staff  
**FROM:** S. Kathleen Salisbury, Associate Dean for Academic Affairs  
**DATE:** February 13, 2020  
**RE:** Bravo Award Program in the College of Veterinary Medicine



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We are participating in the Bravo Award employee reward and recognition program for the 2019-20 fiscal year.

The Bravo Award seeks to highlight the excellence found across all areas and job functions at Purdue University by recognizing and rewarding extraordinary achievements on every scale. Acknowledging employee accomplishments that help Purdue move the world forward is vital to the University's mission and the morale of its faculty and staff.

Please see the attached document for eligibility requirements. Briefly, all members of the PVM are eligible to submit nominations for the Bravo Award but self-nominations will not be accepted. The selection committee meets twice a year (approximately April and November) to select recipients. Receptions are held in December and May to recognize the Bravo Award recipients from the previous six months.

We will use the nomination form available at [www.purdue.edu/bravo](http://www.purdue.edu/bravo). Additional information about the award can also be found there.

Please complete the form, print, and sign it (print your name as well as sign it). Be aware there are character limitations on the online form and attach an additional page if the nomination exceeds the limit in the description area (please note that when the nomination is saved, information that goes beyond the box in the original view cannot be seen). A Word version of the nomination form that will allow you to include more in the description line is attached.

Nominations for **staff** should be submitted to the staff member's direct supervisor for them to sign in Section 2 (Nominee's Eligibility Verification). The form should then be given to the department head/unit director for signature in Section 3 ([Optional] Unit Approval) (see below).

Nominations for faculty should be submitted to the faculty member's department head or unit director for signatures in Section 2 and Section 3 (see below).

Nominations should be sent to Carlene Linn/VAD/LYNN when all signatures have been obtained. The department head/unit director signatures that are required are:

ADDL - Dr. Kenitra Hendrix  
BMS - Dr. Laurie Jaeger  
Business Office - Samantha McFarland  
CPB - Dr. Sanjeev Narayanan  
PVM-IT - Pat Smoker

VAD - Dr. Kathy Salisbury  
VCS - Dr. Catharine Scott-Moncrieff  
VTH - Dr. Ellen Lowery  
Veterinary Nursing - Dr. Kathy Salisbury

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February 13, 2020  
Page two

Please submit your nominations to be considered for this cycle by Monday, April 6, 2020.

Thank you for the contributions you make to PVM.

SKS/crl  
Attachment

Bravo Award Selection Committee  
Dr. Sanjeev Narayanan, CPB  
Alan Schrope, VTH  
Dr. Catharine Scott-Moncrieff, VCS, chair



## College of Veterinary Medicine Bravo Award Program October, 2014

The College of Veterinary Medicine (PVM) will participate in the university Bravo Award Program (<http://www.purdue.edu/hr/Compensation/Bravo/>) using this document as a guide for the implementation of the program within the college.

### Awardable Actions

The aim of the Bravo Award is to provide recognition for substantial accomplishments achieved by employees that extend well beyond regular work responsibilities. Bravo Awards can be provided to eligible individuals, teams, or work groups who make significant one-time contributions to the University's or the College/Unit's mission or goals. Awards should be tied to a specific message of recognition for concrete or measurable goal achievement or contribution. Additionally, actions that are eligible for the Bravo Award should be things for which the employee receives no other honor, award or compensation. The following definitions provide guidance for awardable actions:

- **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.).
- **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.

### Eligibility

- Faculty and staff members with at least 3 months of service, no outstanding disciplinary actions and in active employment status at the time the award is paid are eligible.
- Section heads, chiefs of staff etc. are eligible.
- Deans, department heads and unit directors with at least 50% administrative appointment are not eligible.
- Interns, residents, graduate staff, students, temporary staff, visiting faculty, limited term lecturers, and postdocs are not eligible.



### **Who can Nominate Candidates?**

- Any member of the Purdue University College of Veterinary Medicine can nominate an individual but self-nominations will not be accepted.
- Nominations will not be accepted from individuals outside PVM.

### **Amount of Award**

- \$500, \$750, \$1000 for any category of personnel. The amount of the award is recommended by the department/unit head. Individuals may not be rewarded twice for the same achievement. Individuals are limited to two Bravo Awards per fiscal year.

### **PVM Bravo Award Selection Committee**

- Consists of 3 members of the Senior Leadership Team appointed by the Dean
- The term of service will be 3 years except the first two years.
- The first year, one individual each will be appointed to serve 1 year, 2 years and 3 years.
- One selection committee member will be replaced each year.

### **Nomination and Selection Process**

- Nominations can be made at any time of the year. Nominations received less than one month before the selection committee meeting may not be considered until the next meeting.
- Nominations will be solicited via email twice per year (October/November and March/April). This will be coordinated by the Dean's Office.
- The nominator should describe the measurable achievement or contribution that the employee has made and submit the nomination using the Bravo Award nomination form found at [www.purdue.edu/bravo](http://www.purdue.edu/bravo). Nominations for staff should be submitted to the staff member's direct supervisor. Nominations for faculty should be submitted to the faculty member's department head or unit director.
- The nominee's direct supervisor must confirm eligibility based on the criteria above. The supervisor indicates support for the nomination and forwards the nomination form to nominee's department/unit head. If the employee is not eligible or the supervisor does not support the nomination, that information should be captured on the form and forwarded to the nominee's department/unit head. (Signature/notes, Section 2 in the Bravo Award Form).
- The department/unit head reviews and approves the nomination, recommends the award amount and forwards the signed form to the PVM Bravo Award Selection Committee via Carlene Linn. If the department/unit head does not support the nomination, the nomination form should be sent to the department business office to be retained with other Bravo award documentation. (Signature/notes, Section 3 in the Bravo Award Form)

- Supervisor and department/unit head must verify that the criteria are met and that the nomination is legitimate.
- PVM Bravo Award Selection Committee is convened twice a year in November and April to select winners.
- Bravo Award winners are approved by a majority vote of the selection committee.
- The PVM Bravo Award Selection Committee Chair is the Unit Approver. The unit approver approves or denies the nomination (provide reason) and forwards the signed form to the Dept/Unit Business Office. (Signature/notes, Section 4 in the Bravo Award Form).
- Dept/Unit Business Office completes Section 5 and emails the nomination form to [Bravo@Purdue.edu](mailto:Bravo@Purdue.edu). Dept/Unit Business office retains all original approved and denied nomination forms and any additional supporting documentation.

### **Presentation of the Awards**

- An all-college reception will be held twice a year (May and December) to celebrate Bravo Award winners of the previous six months.