

1. PURPOSE

To create an environment where faculty and staff are valued and acknowledged for their support of AUP's mission, AUP has established several excellence awards that formally recognize an employee's contribution, commitment, and service, usually presented at Commencement.

2. WHO IS AFFECTED BY THIS POLICY

Employees

3. POLICY

Award categories

Faculty Awards

- The Office of Academic Affairs solicits nominations for the four faculty awards: Distinguished Teaching Award; Innovation in Interdisciplinary Study; Innovation in Instructional Design; Outstanding Research or Publication
- An award committee reviews nomination letters submitted by members of the AUP community and decides which nominee best fits the criteria of the award.
- The award committee comprises the Chairs of the Senate, the Faculty Executive, Curriculum, General Education, and Rank and Promotion Committees, the last recipient of the Distinguished Teaching Award, The Director of the Teaching & Learning Center, the Provost, and the Trustee Chair of the Board Committee on Academic and Student Affairs.

Presidential Award

- The Office of The President awards the Staff Award for Distinguished Service, recognizing the outstanding service, commitment, and professional expertise of a staff member who has supported AUP's mission with particular engagement and energy.
- An award committee reviews nomination letters submitted by members of the AUP community and decides which nominee best fits the criteria of the award.
- The award committee comprises representatives of each unit, nominated by a member of the Leadership Team (Admissions; Finance & Administration (2 representatives); Student Affairs; Extended Academic Affairs (2 representatives); Outreach & Advancement), one officer of the Board of Trustees, and the previous year's awardee.

Eligibility

- All AUP employees are eligible to be nominated.
- All members of the AUP community (faculty, staff, students, trustees) may submit nominations.
- Faculty or staff who have received an award in the past three years are not eligible.

Award ceremony and prizes

- All nominees are informed in advance of and invited to attend the Commencement ceremony, where the award winners and commendations are announced.
- Individuals receive a 1,000 EUR award prize as either a bonus to salary payment or funds towards professional development (for example, seminars, conferences, training courses, journal subscriptions, etc.). The award prize must be collected or used within 12 months of receipt of the award. Relevant taxation legislation applies to bonus payments.

4. RESPONSIBILITIES

- The Office of Academic Affairs solicits nominations for the faculty awards, convenes the award committee and coordinates the awarding of the prizes during Commencement.
- The Office of The President solicits nominations for the Staff Award for Distinguished Service, convenes the award committee, and coordinates the awarding of the prize during Commencement.

5. DEFINITIONS

"Employee" Any person who is linked to The American University of Paris by an employment contract.

6. APPROVAL AND HISTORY

This longstanding policy was formalized in February 2018. Next review will occur in November 2021.

7. ISSUING OFFICE AND CONTACT

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