Standard Operating Procedure for
The Director’s Coin for Excellence
Purpose
The purpose of this document is to detail the intent behind, nomination process for, and presentation procedure for The Director’s Coin for Excellence.

Intent
The Director’s Coin for Excellence is presented to Extension personnel, partners, collaborators, community members, and others who have displayed excellence in support of the Outreach and Engagement and Extension missions or have distinguished themselves in an exemplary manner. A certificate suitable for framing, signed by the Director will accompany the coin. The design for the coin and certificate will be approved by the Director and will comply with OSU Branding requirements.

Background
Recognizing excellence significantly enhances morale and esprit de corps within organizations, acknowledges critical contributions to mission, and inspires others to serve in innovative and selfless ways. Presenting an organizational coin for excellence or achievement has a long and rich heritage. While there is no limit to the number of coins presented The Director’s coin should not be presented merely as a memento or for routine performance of normally assigned duties. Nominators must reflect upon the intent of the program before considering an individual for nomination. Leaders are called upon to ensure that nominations meet the intent, fit the suggested criteria, and that receiving a Director’s Coin remains a distinctive recognition. Nominators should

Suggested Criteria
Excellence in service and achievement can come in a variety of forms. Examples are include, but are not limited to:

- Extraordinary efforts, above and beyond what would normally be expected
- Suggesting or developing innovative or creating ways to improve process, products, or operations
- Outstanding achievement which contributes to the efficiency or economy of operations
- Exemplary service as an acknowledgement of a job well-done, usually over an extended period of time
- Outstanding displays of the human spirit

Exemplary service is characterized by distinguished service and performance above that normally expected, over a sustained period. For outstanding achievement, the length of time is
not a primary consideration; however, the act or achievement should have a clearly discernible beginning and ending date. In addition, the speed of accomplishment of a time sensitive task could be an important factor in determining the value of the achievement or act.

Nomination

The web form for nomination can be found at on the OSU Extension employees page under forms at: https://employee.extension.oregonstate.edu/forms/directors-coin-nomination

Any employee in the Division of Outreach and Engagement can nominate an individual for a Director's Coin. The brief nomination statement will contain at a minimum:

1) name and affiliation of the individual being nominated;
2) nomination statement including the action of the individual nominated and the impact of the action on the OSU or Extension mission; and
3) proposed date and location of presentation

A well-worded nomination statement is critical as the nomination statement will become the wording used for the citation. Please be concise as we are using a 100-word limit. Further this statement captures critical efforts across the Extension enterprise and provides illumination to senior leaders of efforts that might otherwise go unnoticed.

Off-campus nominations will be routed through the Regional Director, to the Vice Provost for approval. The Associate Provost will be given a courtesy copy after comment by the Regional Director for her awareness. Program Leaders will be copied on nominations that connect to their programs. County Leaders and supervisors will be informed of individuals nominated for recognition from their counties.

On campus nominations for non-program personnel will be routed through the campus-based Regional Director, currently the Coastal Regional Director. On campus program nominations will be routed through the Program Leader. He/she will recommend approval/disapproval and comment before forwarding the nomination.

Format and method of nomination transmission will be via web form (currently under development). Examples of typical nomination scenarios are shown below. Good sense should be used to route nominations not falling within the most common scenarios offered below. The web form will allow for these unusual occurrences.
Example: On-Campus Nomination

Program Leader
- NNP
- Comment Required
- Rec Approve/Disapprove

Vice Provost
- Approve/Disapprove
- Present or delegate

Associate Provost
- For Information
- Comment as necessary

Supervisor
- For Information

NNP
1) name and affiliation of the individual being nominated;
2) nomination statement including the action of the individual nominated and the impact of the action on the OSU or Extension mission; and
3) proposed date and location of presentation

Example: County Nomination

County Leader
- NNP

Regional Director
- Comment Required
- Rec Approve/Disapprove

Vice Provost
- Approve/Disapprove
- Present or delegate

Associate Provost
- For Information
- Comment as necessary

Program Leader
- For Information

Supervisor
- For Information
Extension and Experiment Station Communications (EESC) and the Office of Diversity, Equity, and Inclusion (DEI) will be notified of all approved nominations and proposed presentation date. This will facilitate using social media or other means to share this acknowledgement by EESC. DEI will use the nomination statements in their efforts to amplify positive activities and promote esprit throughout Extension.
**Presentation and Distribution**

Ideally, the coin and certificate will be presented by the Vice Provost. The presentation can be delegated down to the Regional Director, Program Leader, or County Leader at the discretion of the Director. It may enhance timeliness to have a number of coins pre-positioned with each Regional Director for presentation upon approval of the Director. Program Leaders will be able to access coins and certificates by their proximity on campus. The intent is to offer the recognition as close in timing to the impact or event as possible. For short notice, high impact events, an exception to policy through *a verbal request* can be made with documentation to follow shortly thereafter. Request should be made to the appropriate Program Leader or Regional Director.

**Procurement**

Coins will be procured through commercial means. Foundation funds will be used for their purchase. Coins will be held in the office of the Vice Provost. After initial purchase a reasonable level of supply will be kept on hand to ensure availability. Distribution trends will help determine stockage levels.

The initial order consisted of 200 coins purchased from coinsforanything.com. An initial payment of $135 was made to begin the design process. A final balance of $1,178 was paid upon completion of the order.
Approved Design

Concept Team
Jeff Sherman, Kim Tarrant, and Wiley Thompson.

Consultant
Elsa Curtis