

Hardy Bourland Staff Award for Distinguished Service to the George R. Brown School of Engineering

Purpose

In September 2001, the office of the Dean of Engineering established the *Hardy Bourland Award* to recognize the outstanding contributions that the members of the staff of the George R. Brown School of Engineering make to the operations and success of the School.

Hardy Bourland was a member of the School of Engineering for 39 years, working in the Dean's office as Associate Dean of Engineering from 1975 until his retirement in February 2000. As Associate Dean, he was responsible for undergraduate student recruitment and retention, day-to-day management of the budget, and research and staff administration.

Eligibility

To be eligible for the award, the staff member must be in a regular, benefits-eligible position for a minimum of one year, be in good standing, and meet the following criteria:

- consistently demonstrate outstanding performance in the department, institute or center throughout their tenure by making contributions which have significantly improved the department/unit, the George R. Brown School of Engineering and Rice University;
- embody Rice's mission, purpose, vision and values; and
- advance the priorities of his/her unit or department by recognizing his/her role in achieving its goals.

The following are some examples of specific considerations appropriate for the nomination:

- ❖ Performing extra duties beyond those normally assigned.
- ❖ Performing other roles when the department is short-staffed.
- ❖ Volunteering for and working on special projects.
- ❖ Volunteering to serve on a department or Agency committee and contributing to its success.
- ❖ Developing new work methods that reduce waste or stretch resources.
- ❖ Making creative suggestions that save the department time/money.
- ❖ Providing services to others that are beyond assigned responsibilities.
- ❖ Performing normally assigned responsibilities at an exceptional level.

Nomination Process

Please forward a maximum two-page letter describing the candidate's qualifications and contributions as outlined above to dengfrontdesk@rice.edu.

The Selection Committee is looking to gain an understanding of who the nominee is through the nomination. Successful submissions will be chosen from those nominations that articulate how the nominee meets and exceeds the criteria through examples. Nominations are due by **December 15**.

The Award

The award will be presented at the School of Engineering Awards Ceremony and consist of a commemorative award and a check in the amount of \$500.