

Faculty/Staff Award Authorization

Instructions

To initiate a faculty or staff award that is compliant with state law, the sponsoring campus, college, or division must first complete and have approved this Faculty/Staff Award Authorization form. The Faculty/Staff Award Authorization form can be filled out online, saved, signed by the unit executive leadership, and submitted to the Division of Human Resources Office of Classification and Compensation to coordinate the approval of the Vice President for Human Resources and the Board of Trustees. No monetary award can be made until this authorization form is approved by the USC Board of Trustees. Monetary Cash Awards are limited to a \$25,000 maximum.

Award Information

Name of Award:

Department or Organization Sponsoring Award:

Award Administrator:

Telephone #:

Purpose of Award:

Criteria for Selection:

Method of Selection (committee, student evaluations, etc.):

Amount of Award (if monetary):

Description of Award (if non-monetary):

Date Award Established:

Time of Year Awarded:

Signature

Date

Award Administrator:

Vice President for HR:

Secretary of the Board of Trustees: