

Guidelines for Nominations and Granting of the SAATA Professional Excellence Award

I. GENERAL DESCRIPTION OF THE AWARD:

The Professional Excellence Award is established to recognize members who have made exemplary contribution to the spread of transactional analysis and development of transactional analysis professionals in the region. They will be recognized for their commitment, the nature of their contribution, and the “I’m OK, You’re OK” manner in which they conduct themselves in the process of promoting excellence in transactional analysis training, development and certification.

The nominee will have demonstrated a spirit of generosity, personal responsibility, and effectiveness in his or her contribution to the mission of SAATA being a nodal body for the professional development of transactional analysis.

Nominations for the SAATA Professional Excellence Award are to be considered annually by the Board of Trustees. The SAATA Professional Excellence Award need not be presented each year, and in the event that there is more than one equally qualified nominee, the board may make multiple awards at its discretion. The award will be presented either at the SAATA conference or at another forum decided on by the Board of Trustees, except for those years in which the SAATA Board of Trustees votes not to grant the award.

The award will consist of a plaque. The SAATA Secretary will coordinate with the SAATA president and office on the arrangements for presenting the award.

II. SPECIFIC NOMINATION CRITERIA:

1. Any SAATA member in good standing may nominate any other SAATA member in good standing. Persons who are not members of SAATA, but who have played extraordinary role in promoting professional excellence in the region shall also be nominated. Normally the nomination will be supported by 3 or 4 members.

2. The nomination itself should include a description of the nominee’s background as well as a detailed description of the ways in which the nominee consistently and historically promoted professionalism in transactional practice in the region. Documentation will be provided to support the nomination.

3. It is not necessary for the nominee to have received previous recognition for his or her efforts. Members of SAATA who are currently serving on the Board of Trustees may be considered for nomination but will be excluded from any award review process.

III. NOMINATION PROCEDURES:

1. SAATA Secretary will publish a call for the SAATA Professional Excellence Award at least 6 months prior to the annual SAATA event at which the award is to be given. The call for nominations will be published in SAATA newsletter or/and on the SAATA website so that all members will have an opportunity to respond. It will include a brief description of the award criteria and the supporting materials that must be submitted.

2. Additionally, members of the SAATA Board of Trustees may directly encourage nominations by and for members who might not otherwise respond to a published call for nominations.

3. To be considered for a nomination, the following information and materials must be submitted, in written English and an electronic format (Microsoft Word or PDF), by the individuals, groups, or organizations making the nomination to the SAATA Secretary no later than 3 months before the SAATA event in which the award is to be presented:

a) Name of the nominee

b) A detailed description by those making the nomination, all of whom must be SAATA members, of how the nominee has demonstrated the promotion of professional excellence in the region.

c) Relevant supporting documentation

d) The complete name, address, and phone numbers of the person(s) making the nomination and specifically the person the award committee may contact if additional information or material is required

4. Notifying the nominee that his or her name has been submitted for consideration for the SAATA Professional Excellence Award is a courtesy on the part of the person(s) making the nomination but it is not a requirement of the nomination process.

5. The Board of Trustees may require additional information or documentation from the person(s) making the nomination prior to considering the nomination for an award. Failure to provide this requested documentation in a timely fashion may result in the nomination being dropped for consideration during that year.

IV. THE AWARD REVIEW/VOTING PROCEDURES:

1. All nominations received by the deadline will initially be reviewed by the Secretary in consultation with Board of Trustees to determine the following:

a) The eligibility of the nomination

b) That written information and materials required for submitting a nomination are complete and sufficient for consideration by the committee

2. The Board of Trustees will be the Review Committee. In special circumstances the Board of Trustees shall appoint three (3) to five (5) members of SAATA as reviewers in which case they will constitute the Review Committee. The Review Committee will thoroughly review and evaluate each nomination for the award and recommend whether or not to grant the award to a particular nominee(s). Their decision will be recorded.

3. The detailed reviews and recommendations will be distributed to all reviewers at least 2 months prior to the annual event at which the award is to be given. Everyone on the reviewing committee will review the materials prior to voting.

4. The Review Committee will have

following options for granting the award:

a) Granting no award that year

b) Granting one award that year

c) Granting more than one award that year

5. All votes must be received by the Secretary at least 1 month prior to the award ceremony. In the event of a tie or a close vote, the Secretary may ask committee members to indicate their thoughts on granting more than one award.

6. All review procedures and deliberations are to be kept confidential by the members of the Review Committee.

Decisions to approve or refuse granting of the award will be kept in the committee minutes along with a brief summary of the committee's rationale.

7. Any person(s) nominated for the SAATA Professional Excellence Award will be informed of the committee's decision one month prior to the SAATA event where the award will be presented. When a nominee is refused the award, a letter from the SAATA Executive Committee that warmly strokes the nominee's personhood and endeavors is strongly suggested.

SAATA PERFORMANCE EXCELLENCE AWARD COMMITTEE RATING FORM

Dear SAATA Professional Excellence Award Review Committee Member

Name _____

You have agreed to review the following materials for nomination of the SAATA Professional Excellence Award.

After thoroughly reading these materials please fill out and sign one evaluation form for each nomination:

5 – strongly agree

4 – agree

3- neither agree nor disagree

2- disagree

1-strongly disagree

No.	Criterion	Rating				
1.	The nominee has contributed significantly to the spread of transactional analysis and development of transactional analysis professionals in the region.	5	4	3	2	1
2.	The nominee conducts themselves in an “I’m OK, You’re OK” manner in the process of transactional analysis training, development and certification.	5	4	3	2	1
3.	The nominee demonstrates personal involvement and made significant personal investment in promoting professionalism.	5	4	3	2	1
4.	The nominee demonstrates a spirit of generosity, personal responsibility, and effectiveness in his or her contribution to the mission of SAATA being the nodal body for professional development of transactional analysis in the region.	5	4	3	2	1

I have thoroughly reviewed and understand the materials for the nomination of

_____ ***for the SAATA Professional Excellence Award and hereby submit my ratings.***

Signed Date

Letter to awardee/nominator