

 An education that pays	Title: Lifetime Achievement Award Nomination Guide	
	Function: Human Resources	
	Policy No: HR-LAA/Nom-select	Page: 1 of 4
	Effective Date: 05-01-2020	Supersedes:
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## Process Guidelines

### Description

The Lifetime Achievement Award (LAA) is a significant form of recognition for those people who have made extraordinary contributions of time and effort to the common purpose of effective education that leads to successful careers in the chemical, petro-chemical, refining, and other related industries. This effort normally stretches over an extensive amount of time, including PTEC and CAPT; hence Lifetime Achievement. The efforts will also have yielded or contributed significantly to outcomes that further the goals of the GCPTA/NAPTA; hence Achievement Award.

The efforts and accomplishments of an LAA nominee/recipient may or may not be broadly known by the members of the NAPTA. The goal for true contributors is not recognition but rather the success of others, including the organization in which they participate actively. Their impact may come through visible leadership roles or through ongoing less visible efforts that have a significant positive impact. Finally, a lifetime of achievement in an organization, such as the NAPTA, should include no activity that does harm to the organization or its efforts to carry out its mission.

### Purpose

The Lifetime Achievement Award is intended to recognize extraordinary contributors who are deserving of such recognition. It is the highest level and most prestigious recognition given by the NAPTA. It must be considered and awarded in a fair and equitable way in order to preserve the integrity and significance of the award. That implies that nomination and selection for this award requires some standardization and structure. As much as possible, the process should be driven by objective rather than subjective information. Objective information requires the accumulation of data that can be measured against standards and evaluated against what is perceived to be performance at the highest levels. These guidelines and the accompanying documents provide a path and templates to be used to accomplish this.

### Candidate Nomination Form/Evaluation Template

The LAA nomination and evaluation process is accomplished by using the documents or templates to accumulate information and process that information in decision making. The documents and application of those documents follows.

1. The **Candidate Nomination Form (attachment A)** lists opportunities for 19 categories of contributions and the duration of those contributions. The information and details about the

contribution are to be spelled out in the comments section. Both objective and subjective comments that support the nomination may also be included. This information will be used in an evaluation process to determine the validity of the nomination and ranking against other nominees as well as a set of standards.

- a. This guide and form are available for download on the NAPTA website and from the Executive Director upon request
  - b. A completed nomination form should be submitted via email to the Executive Director at: [director@naptaonline.org](mailto:director@naptaonline.org) for submission to the Board of Directors
2. The ***Evaluation Template*** provides a method and space to attach a numerical score to the data provided on each of the nominees. This data comes from the Candidate *Nomination Form* submitted on each nominee. Guidelines for those numerical scores are also provided. Scores range from 0 to 5 based on the length of time and significance of the listed contribution. The 0 to 5 scale reflects a *zero to excellent* range for rating each of the 19 categories. There is also space for the evaluator's comments relevant to that item that may impact the score, such as an extraordinary accomplishment. Using the assigned ratings for each category a total score is generated and used for putting nominees in rank order for selection. It is possible that the score falls short of the expected value for earning the award.

A set of standards for numerical ratings is based on the accumulated ratings for prior LAA recipients. These ratings are established by executing the process using the templates for each of the award holders. An average of those ratings sets a standard to which nominees are compared and rated.

### **Desired Outcomes**

These guidelines and the accompanying documents are intended to accomplish the following.

- Formalize and simplify the nomination process for the LAA by providing a template for the collection of objective and subjective information on a potential nominee allowing space for supporting details and comments
- Increase the number of deserving nominees by clarifying the process and providing a template that draws out the information when submitting a nomination
- Expand and standardize the data that is collected and submitted in nominations giving broader and more objective information on which to evaluate nominees
- Provide a numerical score for the contributions of nominees based primarily on objective data that can be used in evaluation and consideration by an evaluation group
- A collection of data on nominations and the evaluation of those nominations that demonstrates the integrity of the LAA process and the resulting decisions

## Attachment - A

### Candidate Nomination Form

<b>Name of Nominee:</b>			
<b>Company, Institution, Organization:</b>			
No.	Category	Years	Clarification, Impact and Comments
1	Years involved in supporting PTEC/GCPTA/NAPTA		
2	Current Leadership Role(s) supporting PTEC/NAPTA		
3	PTEC Advisory Committee Member/Officer		
4	NAPTA Committee(s) Member & Committee Name		
5	NAPTA Committee Co-Chair, Executive Committee		
6	Other NAPTA Leadership Role(s)		
7	CAPT Participation/Leadership/Role(s)		
8	Championed PTEC/GCPTA/NAPTA from Growth and Marketing Standpoint		
9	Developed and Reviewed PTEC Curriculum and Textbooks for CAPT/GCPTA/NAPTA		
10	Developed, Reviewed and Edited PTEX-CR for CAPT and NAPTA		
11	Supported ISCs as Facilitator, Discussion Group Leader and/or Discussion Group Panelist		
12	NAPTA TSC (Troubleshooting Competition) Involvement and Support		

13	CAPT/NAPTA Best Practices and Critical Issues Meetings Involvement and Support		
14	Special PTEC Recognition, Accomplishments and Contributions		
15	Special GCPTA/NAPTA Recognition, Accomplishments, and Contributions		
16	Special CAPT Recognition, Accomplishments, and Contributions		
17	Other Related Recognition, Accomplishments, and Contributions		
18	Support for PTEC/NAPTA through special projects or voluntary efforts outside the structured participation		
19	PTEC Instruction and Special Program Contributions		
<b>Additional Comments</b>			