

Excellence in Teaching and Distinguished Staff Award Selection Procedures

The President will open nominations for **Excellence in Teaching** and **President's Distinguished Staff** awards via memo announcement. The memo, along with the nomination forms and list of Distinguished Staff award categories with related job titles will be sent campus-wide via email. The categories are as follows:

Excellence in Teaching categories:

Associate Degree Programs
General Education Programs
Continuing Education Programs
Diploma/Certificate Programs
Part-time (Adjunct) Instructor

President's Distinguished Staff categories:

Administrative Staff
Operational Staff
Support Staff
Part-time Staff

To be eligible, nominees must have been employed with the college for three or more years

Nominees must be in good standing and exhibit exemplary performance serving the College.

All nominations for the Excellence in Teaching and Distinguished Staff Award will be sanitized by blocking out any reference to name, address, or curriculum.

A code number will be assigned to specify the category they are representing.

Sanitized nominations will be provided to the Faculty and Staff Councils approximately one week prior to voting for review and prioritization.

Faculty Council will vote for Excellence in Teaching award winners and Staff Council will vote for President's Distinguished Staff award winners.

A matrix will be used to denote the numerical score for each nominee. The nominee with the smallest average number in each category will be declared a winner.

The Faculty and Staff councils will meet with an HR representative who will tally the scores indicated by each council member to determine the winner for each category. In the event of a tie, the Council members will vote again between the two nominations to determine the winner.

Faculty Council will then vote for one overall winner from the full-time winners in each of the Excellence in Teaching categories to represent the College at State level; and Staff Council will vote for one overall winner from the full-time winners in each of the President's Distinguished Staff categories to represent the College at State level. College representatives must be full time to compete at State level.

The President will announce the winners as soon as possible after selection.

Each of the winners will receive a plaque, a \$500 gift check, and a reserved parking space for the academic year.