MVCC EXCELLENCE AWARD
NOMINATION FORM
-PART-TIME PERSONNEL EXCELLENCE IN SERVICE-

CANDIDATE CHARACTERISTICS
Individuals nominated for this award must meet all prescribed eligibility criteria and fulfill – and preferably surpass – associated selection criteria. Candidates must be individuals of achievement, committed to MVCC, respected by the campus community and worthy of emulation by MVCC colleagues and students.

GENERAL ELIGIBILITY
Nominees for most MVCC Excellence Awards must have completed three academic years of full-time appointment out of the five years prior to the year of nomination but, in this case, candidates must complete a minimum of six consecutive semesters prior to nomination to be eligible.

RESTRICTIONS
Other conditions that preclude nomination are:

- Previous Excellence Award winners in this category.
- Previous Excellence Award winners within past five years in any other category.
- Chief campus office holders (President , VPs, & Assoc. VP).
- Posthumous nominations are ineligible.

NATURE OF SCHOLARSHIP & CREATIVE ACTIVITIES
This award recognizes superior performance and extraordinary achievement by an employee in part-time Service to the College. It demonstrates the College's commitment to individuals who provide superior service in a part-time non-teaching position, to its students and the community at large.

SELECTION CRITERIA

1. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.

2. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, patients and other members of the campus community.

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NOMINEE:

_____

SUBMITTED BY:

_____

Please address all items on this form to the best of your knowledge. Feel free to expand this form as if you need additional space.

1. List up to five examples which best demonstrate how the nominee excels in their present position.

1.
2.
3.
4.
5.

2. List up to five examples which show how this nominee demonstrates flexibility/creativity on campus.

1.
2.
3.
4.
5.

3. List up to five examples supporting how this nominee demonstrates exemplary customer service.

1.
2.
3.
4.
5.

RETURN COMPLETED FORM BY March 7, 2014 TO:
Geri Sultenfuss, Library-PH 203, gsultenfuss@mvcc.edu