

**Mohawk Valley Community College  
Utica and Rome, New York**

**To:** MVCC College Community

**From:** Committee for the Excellence in Professional Service Award

**Date:** February 1, 2007

**Re:** Call for Nominations - Award for Excellence in Professional Service -  
2006-2007

Nominations are now being accepted for the MVCC Award for Excellence in Professional Service. This is an initial nominating form. Candidates will be required to submit supporting materials (e.g. resume, vita) prior to final selection.

**CRITERIA FOR ELIGIBILITY INCLUDES:**

**BACKGROUND** - Nominations for the award must be drawn from individuals presently serving in full-time professional service (not classified service) capacities with more than 50 percent of the assignment in non-teaching services. Specific categories included for this award are academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies, and the individual who is the director of the campus libraries.

**TITLE AND LENGTH OF SERVICE** - Nominees must have completed at least three years of continuous full-time professional service (not classified service) in the title for which nominated.

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The following name is submitted to the Committee for the MVCC Award for Excellence in Professional Service:

**NOMINEE:**

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**SUBMITTED BY:**

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**RETURN TO:** Dennis Rahn  
Student Activities  
ACC 208

**RETURN BY:** Monday, March 5, 2007

Item number one **MUST** be completed for all nominations. The remaining items are optional, but should be completed to the best of your knowledge.

1. **PROFESSIONAL EFFECTIVENESS** (Consider the following: competence, reliability, initiative, flexibility, enthusiasm, capabilities, and accomplishments in the areas of leadership, decision making, and problem solving)

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2. **COLLEGIALITY** (Consider the following: service on college committees, interrelating with the college as a whole, cooperation with colleagues, commitment to professional ethics, etc.)

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3. **PROFESSIONAL GROWTH** (Consider the following: awareness of new developments in their field, adaptability to change, course work, degrees, consulting, professional recognition)

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4. **PUBLIC SERVICE** (Consider the following: professional and/or other contributions to the community)

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**RETURN COMPLETED FORM BY March 5, 2007 TO:**

**Dennis Rahn  
Student Activities  
ACC 208**