

DELAWARE TECHNICAL & COMMUNITY COLLEGE

EXCELLENCE IN SERVICE AWARD

PURPOSE:

To recognize the contributions, achievements, dedication and talents of non-instructional Delaware Technical & Community College employees who exemplify the highest standards of excellence and commitment to the College and its community.

ELIGIBILITY:

- ◆ All regular full-time and regular part-time employees of Delaware Technical & Community College, as well as work site groups and teams of employees, are eligible for nomination, excluding:
 - ◆ Instructors and Educational Training Specialists
 - ◆ Employees in the Administrative Pay Plan
- ◆ A work site group or team, not to exceed 10 employees, shall be considered one nomination, eligible for one award.

NOMINATION & SELECTION PROCESS:

CAMPUS

- ◆ Any Delaware Technical & Community College employee may nominate any eligible individual, group or team for the Excellence in Service Award. A completed Nomination Form, Cover Letter Form specifically describing how the nominee meets the criteria for the Award, and any supporting documentation should be submitted to the nominee's supervisor by March 18th, who shall initiate the process and steps as outlined below. All nominations should be thoroughly screened at each step of the process to ensure the accurateness and appropriateness of the nomination.
 - ◆ Review and verification by nominee's supervisor.
 - ◆ Review and verification by nominee's dean/director
 - ◆ Verification of the nominee's eligibility for the award by the Director of Human Resources.
 - ◆ Review by the appropriate Vice President.
- ◆ All nominees who have successfully completed the process noted above shall have their nomination acknowledged by the appropriate Vice President prior to the Collegewide Employee Recognition Event.

COLLEGEWIDE

- ◆ The completed Nomination Form, accompanying Cover Letter Form and any supporting documentation must be submitted to Dr. Hope W. Murray, Vice President for Human Resources and College Relations in the Office of the President, by April 1 for review and submission to the Collegewide Selection Committee.

- ◆ A selection committee comprised of the Vice President for Human Resources and College Relations (who shall serve as chair of the committee), Assistant Vice President for Human Resources, and the previous year's award recipients (team recipients shall select one individual from their team to serve on the Committee) will review all nominations and forward to the President the names of the nominees who exemplify the standards required for the award. There will be a maximum of five awards granted each year, except at the sole discretion of the President, after recommendation from the selection committee, additional awards may be granted. The awardees shall be notified of their selection in advance of the Collegewide Employee Recognition Event. The President will announce the final awardees at the Collegewide Event.

SELECTION CRITERIA:

Nominees will be judged on accomplishments, contributions and/or performance in Delaware Technical & Community College service during the period of April 1 of the previous year through March 31 of the current year which exemplify one or more of the following:

- ◆ Exceptional accomplishment, achievement, initiative, leadership.
- ◆ Exceptional qualities of team spirit in accomplishing established goals and objectives.
- ◆ Exceptional effort to facilitate effective, productive interactions with the College community.
- ◆ Innovative ideas or actions which result in substantial improvements in quality effectiveness and/or efficiency.
- ◆ Achievement acknowledged nationally, locally, professionally, or extensive knowledge in a particular job or field.

The above may have been the result of a one time special act, service or accomplishment, or sustained excellence over a period of time.

NOTE:

Each individual in a group (team) must meet the selection criteria in the same manner as individual nominations. A group nomination must explain how accomplishments of the group were significant and how the end result would not have been possible without the unique contribution of each employee within the group.

AWARD:

The award winners for each campus will be announced at the annual Collegewide Employee Recognition Event. A \$500 cash award, minus appropriate tax withholdings, and a plaque shall be presented to each of the recipients or groups of recipients. If a group or team is selected as a recipient, a \$500 cash award will be presented to each of the group members. The cash award will be paid to the recipients through the payroll system and will be included in his/her normal paycheck.

RECOGNITION:

In addition to participation in the Collegewide Employee Recognition Event and receipt of monetary award and plaque, awardees will be recognized in suitable media.

**EXCELLENCE IN SERVICE AWARD
COVER LETTER FORM**

Nominee(s): _____ Nominator: _____

Identify the exceptional contribution made by the nominee(s) to the College's mission and goals by checking one or more of the following and providing comprehensive, detailed information in those areas. Attach additional paper if more space is needed.

A. Exceptional accomplishment, achievement, initiative, leadership.

B. Exceptional qualities of team spirit in accomplishing established goals and objectives.

[] C. Exceptional effort to facilitate effective, productive interactions with the College community.

[] D. Innovative ideas or actions which result in substantial improvements in quality effectiveness and/or efficiency.

[] E. Achievement acknowledged nationally, locally, professionally, or extensive knowledge in a particular job or field.

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NOMINATION FORM

PURPOSE: To recognize the contributions, achievements, dedication and talents of Delaware Technical & Community College non-instructional employees who exemplify the highest standards of excellence and commitment to the College and its community.

NAME OF NOMINEE(S): _____

CAMPUS: _____ DEPARTMENT: _____

NAME OF NOMINATOR: _____

CAMPUS: _____ DEPARTMENT: _____

	Recommend	Do not Recommend		
			<u>CAMPUS:</u>	<u>COLLEGEWIDE:</u>
			_____	Selected for Collegewide Award
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature of Nominator _____ Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature of Nominee's Supervisor _____ Date _____	Year of Award: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature of Dean/Director _____ Date _____	Signature of Selection Committee Chair _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature of Director of HR _____ Date _____	Date _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature of Vice President _____ Date _____	

Forward completed form to Dr. Hope W. Murray, Vice President for Human Resources and College Relations, Office of the President, by April 1.

ATTACHMENTS: Cover Letter Form and supporting documentation