

DISTINGUISHED CLASSIFIED EMPLOYEE OF THE YEAR 2019-2020 Award Nomination



PURPOSE:

This award recognizes a CSN classified employee who has demonstrated distinguished service to the CSN community. The qualified candidate will show commitment and significant contribution in the following areas: success/customer services, quality work product, continuing education and service to CSN.

ELIGIBILITY:

- The candidate must have been employed at CSN for a minimum of three (3) consecutive years by next Fall Convocation.
- Any employee previously nominated may be re-nominated provided the employee has not been chosen as a recipient of this award within the last three (3) years.
- Previous winners cannot be nominated for three years, at which time, only material not previously submitted will be considered.
- For committee consideration, this nomination must be answered in completion and typed.

SELECTION PROCESS:

- The Internal Recognition Committee (IRC) will review and score all nominations based on the criteria outlined in the award category's score sheet which is made available on the IRC webpage (<https://at.csn.edu/irc>).
- Awards may not be given to any Distinguished category with fewer than three (3) nominees.
- The IRC submits their recommendations to the President and VP of Academic Affairs for final selection.

TO NOMINATE:

This application may be completed in collaboration with a nominator, or by process of self-nomination—the selection committee will evaluate both forms of nomination equally. The application must include the completed nomination form that details the accomplishments of the candidate, a 500-word personal statement and two (2) signed letters of recommendation.

To ensure that the evaluation process is both fair and consistent, please consider how the information will be interpreted by the IRC based on the criteria on the corresponding score sheet. Make sure you provide detailed examples and avoid general comments. Only information included on this form will be considered.

SUBMIT NOMINATION:

Nominations must be submitted electronically as a PDF file to Jason.Green@csn.edu by Monday, May 10, 2021, by 5 p.m. The easiest way to send the nomination packet is to put the completed and signed nomination documents on a school copier, select "email" then add Jason.Green@csn.edu as a recipient. The copier will automatically scan and send it as a .pdf file. You will receive a confirmation email from an IRC member within 48 hours. If you do not receive a confirmation email, contact Jason Green via email or office phone 651-4828. **DO NOT SEND HARD COPIES via intercampus mail.**

FIRM DEADLINE:

Friday, April 24, 2020 by 5pm

AWARD RECIPIENTS:

Winners will be announced at Fall Convocation and each recipient will receive a \$2500 cash award.

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NOMINEE INFORMATION

Nominee Name: _____ Position: _____

Direct Supervisor
Name: _____ Department: _____

E-Mail Address: _____ Phone: _____

CSN Hire Date: _____ Job Title: _____

I understand that I am applying for the Distinguished Classified Employee of the Year Award and agree that as a nominee my name may be publicized in association with this award. Should I be the recipient of this award, I agree to accept this honor. I have reviewed this form and the score sheet and I am satisfied with the submission.

Signature of Nominee: _____ Date: _____

I understand that my supervisee is applying for the Distinguished Classified Employee of the Year Award and I agree they are worthy of consideration for this award.

Signature of Direct Supervisor: _____ Date: _____

NOMINEE ACCOMPLISHMENTS

Provide three (3) strongest examples that demonstrate nominee's commitment or contribution to each of the categories below. Each example will be scored on a 0-4 scale. Please consider how the information will be interpreted by the IRC based on the criteria on the corresponding score sheet. Make sure you provide detailed examples and avoid general comments. Include dates of accomplishments and contributions. All provided examples should be within the last three years. Do not use the same example for more than one category—it will not be counted twice. Only information included on this form will be considered.

Provide three (3) strongest examples that:

- A. Demonstrate nominee's commitment or contribution to student success/customer service – concrete ways they have demonstrated their commitment to serving students and colleagues both within and beyond their job expectation.
- B. Demonstrate nominee's leadership/management—effective and/or skillful oversight of people and/or projects that result in successful program completion or complex problem solution.
- C. Demonstrate nominee's work product/projects/assignments – excellent work product associated with job expectation and/or contributions that are outside of job expectation.
- D. Demonstrate nominee's service to CSN– contributions to committees, groups, events or projects that serve the department and/or college.
- E. Demonstrate nominee's unique contributions based on professional skills/expertise.

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A. Provide three (3) strongest examples that demonstrate nominee's commitment or contribution to student success/customer service – concrete ways they have demonstrated their commitment to serving students and colleagues both within and beyond their job expectation.

B. Provide three (3) strongest examples that demonstrate nominee's leadership/management—effective and/or skillful oversight of people and/or projects that result in successful program completion or complex problem solution.

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C. Provide three (3) strongest examples that demonstrate nominee's work product/projects/assignments – excellent work product associated with job expectation and/or contributions that are outside of job expectation.

D. Provide three (3) strongest examples that demonstrate nominee's service to CSN– contributions to committees, groups, events or projects that serve the department and/or college.

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E. Provide three (3) strongest examples that demonstrate nominee's unique contributions based on professional skills/expertise.

NOMINEE PERSONAL STATEMENT

F. In 500 words or fewer, provide a personal statement—written by the nominee—addressing why he/she is deserving of this recognition. Include any other relevant information regarding nominee background or contributions (do not duplicate information that has already been provided in this nomination).

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F. Nominee Personal Statement - continued

LETTERS OF ENDORSEMENT

G. Provide two (2) signed letters of endorsement written by individuals who can attest to nominee's professional contributions and worthiness of the award. *(Print these letters along with this completed application form and scan the items together as a single electronic submission.)*

Author of Letter 1 : _____

Author of Letter 2 : _____

CONVOCATION SUMMARY

In 50 to 100 words, please write a summary of the accomplishments the nominee would like highlighted. The short description may be used during Convocation and in promotional materials throughout the year, with appropriate minor edits based on space and style requirements.