



EXCELLENCE IN SERVICE TO CSN 2019-2020 Award Nomination

PURPOSE:

To give recognition to a CSN faculty or staff member who has demonstrated commitment to service to CSN through a variety of efforts in different areas or exceptional efforts in one area.

ELIGIBILITY:

- Any full-time faculty or staff member who has been employed for at least one (1) year by January 1, 2020.
- 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 will not be given to any Excellence category with fewer than three nominees.
- Recipients of Excellence Awards are restricted to a single award category.
- More than one winner may be recommended from this category based on the scoring results and at the discretion of the IRC.
- 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.

- Self-nominees: You must obtain a signature of endorsement from your supervisor.
- Nominators: Complete this form with the collaboration of the nominee.

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 **5pm on Friday, April 24, 2020**. 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 5 p.m.

AWARD RECIPIENTS:

Winners will be announced at Fall Convocation and each recipient will receive a \$500 cash award.



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SECTION 1

Nominator Information

Name: _____ Department: _____

Telephone extension: _____ E-mail address: _____

Signature of Nominator Date

Supervisor Information

(Required for Self-Nominations Only)

Name of Supervisor: _____ Title: _____

I understand that my supervisee is applying for an Excellence Award and I agree they are worthy of consideration.

Signature of Supervisor (required only for self-nominations) Date

Nominee Information

Name: _____ Department: _____

Title: _____ CSN Hire Date: _____

Telephone extension: _____ E-mail address: _____

I understand that I have been nominated for an Excellence 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 the form and the score sheet and I am satisfied with the nomination.

Signature of Nominee Date



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SECTION 2

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.

Please provide three (3) unique examples that demonstrate the nominee's contribution to at least one of the following categories. Identify the category and example as it relates to the category and the items on the score sheet that it will be graded on. You can provide an example in three different categories or three within the same category.

Categories:

- A. **Student Success** – How has their service aided in helping students achieve their educational goals?
- B. **Project or program that promotes access to the college and community** – How has their work developed CSN as an accessible partner in the Las Vegas community?
- C. **Project or program that promotes quality education** – How has their service promoted high educational standards at CSN?
- D. **Project or program that promotes diversity** - How has their service aided in the development of CSN as a welcoming, inclusive community?
- E. **Unique contributions** – How has their professional service and experience helped promote CSN's values and mission?

Example 1: Identify category your example supports, limit response to 250 words



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Example 2: Identify category your example supports, limit response to 250 words

Example 3: Identify category your example supports, limit response to 250 words



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SECTION 3

Summary of Accomplishments

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