

FACULTY/STAFF EXCELLENCE AWARDS

Section I

INTRODUCTION

The Faculty Award for Excellence and the Staff Award for Excellence are intended to recognize and reward the efforts of those whose job performance adds value to the college experience for students, colleagues, and the campus community. Recipients should demonstrate qualities that make it clear their contributions are exemplary and go beyond what is required for the routine discharge of their duties. Nominees should consider how candidates' actions model the college's core values of student centered, excellence, learning, and respect and responsibility.

Dakota College at Bottineau strives to be a place where the contributions of all faculty and staff are valued. The Excellence Awards provide an opportunity for us to represent an extraordinary and exceptional contribution of a colleague. It is not the intent of the Ad Hoc Committee that these awards shall be used for any political purpose whatsoever.

Section II

FACULTY AWARD FOR EXCELLENCE STAFF AWARD FOR EXCELLENCE Selection Committee

- Faculty Senate President and Secretary
- Staff Senate President and Secretary
- Student Senate President and one other student appointed by the President
- The Campus Dean or his/her designee from the Dean's Council
- Foundation President or his/her designee from the Executive Board
- The Librarian

Members of the Selection Committee nominated for an award will excuse themselves from the meeting(s) at which the award for which they have been nominated is being considered.

There will be only one recipient in each category each year.

Section III

ELIGIBILITY

Permanent, fully benefited faculty and staff with 12 months of employment by the nomination deadline are eligible. Faculty and staff are defined by the fund(s) from which a majority of their salary is paid.

Eligible faculty and staff can self-nominate with the approval of the nominee's supervisor.

Faculty and staff are not eligible for nomination in the year that follows their being the recipient of an excellence award.

In order for an individual to be considered by the Selection Committee, there must be at least three nominees in the respective category. If there are less, a subcommittee of three from the Selection Committee will bring forth a nomination, or nominations, to complete the pool.

Section IV

NOMINATION PROCEDURE

1. Nomination forms will be sent through e-mail, can be downloaded from the Dakota College at Bottineau website, and will be available in the Business Office.
2. Dakota College at Bottineau students, staff, faculty, or administrators may nominate.
3. Anonymous nominations will not be considered.
4. Nominations will be accepted beginning in March and are to be delivered to the Dean's Office.
5. The deadline for nominations is 4:00 PM on April 9, 2018.
6. Nominations will be sent to the Selection Committee for review after the deadline date in April.
7. The Selection Committee will begin the review process in April.
8. Award recipients are announced at the annual Recognition Luncheon.

- **Respect and Responsibility:** Dakota College at Bottineau acknowledges, understands, and supports the rights of others to express their ideas.

Please comment in the box below on how the nominee fulfills criteria #4.

_____, **Nominee's signature**

_____, **Nominator's signature**

_____, **Supervisor's signature (if self nomination)**

_____, **Selection Sub-Committee signatures**
