



Date: April 20, 2011

Title of Proposed Procedures: College Excellence Awards Procedures

Procedures (check one): New Revised Reformatted

Applies to (check all that apply):

Faculty Staff Students

Division/Department: **College**

Topic/Issue:

Update and revisions to the College Excellence Awards Procedures

Background to Issue/Rationale for Procedure:

These procedures outline the eligibility criteria, nomination process and award guidelines to execute the annual College Excellence Awards Program. In addition to good pay and benefits, employees want to be appreciated through an efficient and fair award process.

State/Federal Regulations and Other Policies/Requirements:

None

Proposed Procedures:

Eight recipients from four employee groups are eligible to receive a College Excellence Award. The employee categories are:

- (2) Administrative Professionals
- (2) Career Service Professionals (full or part-time)
- (2) Full-time Faculty
- (2) Adjunct Faculty

A. Eligibility/Guidelines - An employee eligible for nomination must meet the following criteria:

- Career Service professionals must work at least 30 hours or more per week and have completed two years of service at Baltimore City Community College (BCCC)
- Administrative Professionals must have completed two years of service at Baltimore City Community College
- Full-time faculty must have completed 3 years of full-time employment
- Adjunct faculty must have completed teaching 6 courses within a 3 year period
- Has not won any prior College Excellence Award within the past 5 years
- Faculty has received an “Excellent” performance evaluation rating. The College Excellence Administrator will confirm this information after a nomination has been received. To maintain the distinction of the award, nominees not meeting this criterion will be removed from the pool of nominations.
- Staff has received either an “Exceeds Standards” or “Outstanding” performance rating over the past two (2) evaluation cycles

B. Faculty Nominations

1. To self nominate or nominate an employee, a nomination form and narrative centered on teaching excellence (as defined in the University of Maryland System Board of Regent Faculty Award Criteria) must be submitted to Human Resources .

- Each faculty nomination requires a written endorsement from the Department Chair acknowledging the nominee’s performance and summary of student evaluations.
- Additional letters of support (internal or external) are encouraged but not required.
- Supporting documentation such as certificates, commendation letters, photos, certificates or other such materials can be attached.
- Narrative criteria questions:
 - What is evidence of nominee’s teaching excellence?
 - How have programs/content area in his/her discipline been impacted? What results were obtained?
 - How has the nominee contributed to the College, department or program?
 - Why should the nominee receive this award?

- Narrative should be formatted to answer the four criteria questions, with a maximum of 10 pages, including at least one letter of support. Additional supporting documentation will be included in the total page count.
- Nominations are accepted annually March 1-April 15; should be forwarded to Human Resources (Harper Hall Room 204); and clearly marked “BCCC Excellence Award Nomination.”

C. Faculty Selection Committee – The committee will be comprised of the immediate past faculty award recipients, one Foundation representative, one Student Affairs representative, one Administrative Professional and one student. Human Resources will forward all nominations to the College Excellence Award Administrator (a representative from President’s Staff) for confirmation of eligibility. The administrator will forward all eligible nominations to the Selection Committee for review and scoring. Award recommendations will be forwarded to the President’s Staff by the last week in April. Human Resources and the College Excellence Award Administrator will oversee the award process and will not vote or be involved actively in the selection process.

D. Administrative Professional and Career Service professional Nominations

1. To self nominate or nominate an employee, a nomination form and narrative centered on the required criteria must be submitted to Human Resources.
 - Each staff nomination requires a least one letter of support (internal or external).
 - Nominators can attach supporting documentation such as certificates, commendation letters, photos, certificates or other such materials.
 - Nominators should review the Employee checklist to guide their evaluation of nominee’s excellent job performance. Nomination narratives should include specific examples answering the following questions:
 - How have BCCC services and programs been impacted?
 - Why should the nominee receive this award?
 - How has the nominee improved service delivery to either internal or external customers?
 - What is the community or college impact of the nominee’s outstanding dedication, competence, exceptional performance, excellence service to students, and ingenuity?

- Narrative should be formatted to answer the four (4) criteria questions with a maximum of 10 pages, including at least one letter of support. Additional supporting documentation will be included in the total page count.
- Nominations are accepted annually March 1- April 15; should be forwarded to Human Resources; and clearly marked "BCCC Excellence Award Nomination"

E. Administrative Professional and Career Service professional Selection Committee – The committee will be comprised of the immediate past staff award recipients, one Foundation representative, one Student Affairs representative, one Academic Affairs-faculty member and one student. Human Resources will forward all nominations to the College Excellence Award Administrator (a President’s Staff representative) for confirmation of eligibility. The Administrator will forward all eligible nominations to the Selection Committee for review and scoring. Award recommendations will be forwarded to the President’s Staff by the last week in April. Human Resources and the College Excellence Award Administrator will oversee the award process and will not vote or be involved actively in the selection process.

F. College Excellence Award Schedule. Faculty and staff award recipients will be officially recognized at the Town Hall and May Board of Trustees meetings.

G. Awards – All recipients of the College Excellence Award will receive \$500, a framed certificate, campus publicity, an award letter for their personnel file, recognition on a permanent plaque, and registration and travel to the National Institute for Staff and organizational Development (NISOD) Conference or other professional development (job related) conference for a maximum expense of \$2,000.

Proposed Implementation Date: Upon Board of Trustees Approval

Approved by the Board of Trustees: January 29, 2008

Originator/Division: Human Resources