



Advancing Shawnee Nomination Form

The mission of this program is to establish a recognition program for those who excel with innovative ideas that move the college forward and to acknowledge employees who achieve educational growth.

Deadlines Nomination Deadlines: March 31 and October 31
 Awards Presented: May and December

Excellence Awards

Excellence Awards will be given to employees who are nominated for exemplifying excellence in assisting with the growth of Shawnee Community College (as a whole or their specific department) or in personal educational growth. Any Shawnee Community College employee may make a nomination of another individual or group for an Excellence Award. Award nominations will be accepted once a semester and awards will be presented in May and December.

Review of nominations

The President, Vice-Presidents, Chief Financial Officer, and Human Resource Officer will review nominations and make the decisions on awards recipients.

Guidelines for the Excellence Award are as follows (one or more of the following)

- 1. Exceeding expectations**
- 2. Being innovative**
- 3. Being a goodwill ambassador (representing the college to the greater community in a positive manner)**
- 4. Exhibiting Leadership**
- 5. Contributing to program improvement**
- 6. Completing a degree**

The following outline must be used for submitting a nomination. All nominations must be signed and submitted to the President’s office:

1. The name of the person, department or group being proposed. _____
2. Rational for making proposal. How does the nominee meet the above criteria? Give examples. A candidate does not need to meet all criteria. _____

3. How does the nominee reflect the mission of the Advancing Shawnee program? _____

4. Official transcript documenting proof of degree completion must be received by the Human Resource Office before salary advancement will be approved.

Awards

Excellence Award for Guidelines 1 -5 above: \$500.00 stipend.

Excellence Award for Guideline 6 above:

Associate Degree	\$500.00 added to base salary
Bachelor Degree	\$1,000.00 added to base salary
Master’s Degree	\$2,000.00 added to base salary
Ph.D.	\$3,000.00 added to base salary

<i>For Office Use Only</i>	
Date Received _____	
Date Reviewed _____	
Accepted _____	
Rejected _____	
Returned-clarification of rationale _____	