

Guidelines for Classified Employee and Faculty of the Year Awards

Section 1. Name of the Award

- A. The award presented to an outstanding employee of Ohlone College shall be known as the "Classified Employee of the Year Award" or "Faculty of the Year Award."

Section 2. Presentation of the Award

- A. The Classified Employee/Faculty of the Year Awards shall be presented at the Pre-Graduation Dinner.
- B. The recipient of each award will be presented with a plaque.

Section 3. Nomination Process

- A. The selection committee will meet in the spring and finalize a time line for the award process.
- B. An email will be distributed to all Ohlone Faculty, Administration, Classified Staff and student government requesting nominations for each award. (Email sent to "Announcement" and to the "ASOC"). Nominations will also be requested through publicity in the Monitor.
- C. Any member of the Ohlone community (faculty, administration, staff, and students) may submit nominations.
- D. A nominator may only submit one nomination. The nomination must include nominee's name, position, division, department and how nominee meets at least one of the criteria specified below.

Section 4. Selection Committee

- A. The committee will consist of members from the Professional Development Committee who represent each group. Nominations will be sent to the Professional Development Coordinator.

Section 5. Qualifications for selection of candidates

- A. To qualify for the award, the employee must have a permanent employment record of at least two years of continuous service with Ohlone College, at least .50 FTE or more, be employed during the current fiscal year, and have not received the award during the past three years.
- B. The nomination must be for work related to their current position.

Classified Staff

Section 6. Criteria for selection of the *Classified Employee of the Year Award* will include one or more of the following. Nominee:

- A. Participates in the advancement of the Ohlone College mission and goals.
- B. Exhibits a positive attitude towards fellow employees, students, the public and work demonstrated by availability, cooperation, courtesy, friendliness, helpfulness, and presence on the job.
- C. Demonstrates exemplary service towards fellow employees, students, and the public.
- D. Demonstrates high quality of work performance including creativity and initiative.
- E. Participates beyond the scope of regular duties.
- F. Participates in professional development activities.

Faculty

Section 6. Criteria for selection of the *Faculty of the Year Award* will include one of more of the following. Nominee:

- A. Demonstration of outstanding teaching skills, as evidenced by creativity and engagement of students. (Examples: uses innovative technologies or teaching methods, advises student clubs, other involvement with students beyond the classroom, etc.)
- B. Substantial contribution to positive change in programs at Ohlone College in keeping with the college's mission and values. (Examples: role model, open communication, collaborative teamwork, participates in departmental and college committees/councils, mentors colleagues, is active in local/state/global communities, etc.)
- C. Substantial contribution to the nominee's field of expertise. (Examples: publications, presentations, member of professional organizations and committees, etc.)
- D. Commitment to professional development. (Examples: attends conferences, shows commitment to continuous improvement and being current, etc.)