

Guidelines for Classified Employee, Faculty, and Manager of the Year Awards

Section 1. Name of the Award

- A. The award, presented to four outstanding employees of Ohlone College, shall be known as the "Classified Employee of the Year Award," "Faculty of the Year Award," "Adjunct Faculty of the Year" and "Manager of the Year."

Section 2. Presentation of the Award

- A. The Classified Employee/Faculty/Adjunct Faculty/Manager 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. Self-nominations are not accepted.
- D. A nominator may only submit one nomination per award type. The nomination must include nominee's name, position, division, department and how nominee meets at least two 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 or placed in the Human Resources mail box.

Section 5. Qualifications for selection of candidates

- A. To qualify for the award, the full-time faculty, staff, or manager 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. Adjunct Faculty

must work at least 40% (two three unit classes), be employed during the entire academic year, and have not received the award during the past three years.

- B. The nomination must be for work related to the applicant's current position.

Classified Staff

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

- A. Demonstrates 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. Provides a 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. Provides a substantial contribution to the nominee's field of expertise. (Examples: publications, presentations, member of professional organizations and committees, etc.)

- D. Demonstrates a consistent commitment to professional development. (Examples: attends conferences, shows commitment to continuous improvement and being current, etc.)

Managers

Section 6. Criteria for selection of the *Manager of the Year Award* will include two or more of the following. Nominee:

- A. Models professional and competent work ethics.
- B. Participates in the advancement of the Ohlone College mission and goals.
- C. Practices effective communication that includes active listening.
- D. Empowers members of their work team to grow and be successful and recognizes their efforts.
- E. Actively engages all employees to participate in the College's shared governance process.
- F. Encourages and supports continuing education and professional development.
- G. Interacts with and participates in student functions.