Guidelines for Employee of the Year Awards for:

Classified Staff
Faculty
Adjunct Faculty
Manager

Presentation of the Award
The Classified Employee/Faculty/Adjunct Faculty/Manager of the Year Awards shall be presented at the Pre-Graduation Dinner.

The recipient of each award will be presented with a plaque.

Nomination Process
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.

Any member of the Ohlone community (faculty, administration, staff, and students) may submit nominations. Self-nominations are not accepted.

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.

Qualifications for selection of candidates
All full-time and Part-Time faculty, staff, and managers are eligible to be nominated.

The nomination must be for work related to the applicant’s current position

Classified Staff
Criteria for selection of the Classified Employee of the Year Award will include two or more of the list below. Please elaborate how this 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/Adjunct Faculty

Criteria for selection of the Faculty of the Year Award will include two or more of the list below. Please elaborate how this 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

Criteria for selection of the Manager of the Year Award will include two or more of the list below. Please elaborate how this 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.