



## Excellence in Education Award Nomination Form Full-time Staff

### AWARD INFORMATION

The Excellence in Education Award was established in 1989 to honor an individual Grand Rapids Community College (GRCC) employee for his or her contributions to the College, higher education and the community. In 2000, it was decided to honor an outstanding staff member, adjunct faculty or faculty member. The recipient in each area receives an award of \$1,000 and a \$1,000 contribution to the GRCC Foundation that is made in the recipient's name.

### NOMINATION INSTRUCTIONS

Criteria for nominating a colleague:

- A nominee is a colleague who has been employed for at least five (5) years at GRCC, but has not received the award previously.
- A nominee must be an employee in good standing.
- All nominations are submitted without the nominee's knowledge. Please emphasize confidentiality when obtaining comments from nominators and endorsers' signatures.
- Nominations for non-winning full-time staff will automatically be reconsidered in the following year.
  - Nominators have the opportunity to update their nomination if desired. Contact the Office of Staff Development via [angelasalinas@grcc.edu](mailto:angelasalinas@grcc.edu) or (616) 234-2567 for details about how to update a nomination.
- The Excellence in Education committee, a subcommittee of the Academic Governing Council, will review the submitted nominations for the full-time award and recommend a recipient to the Provost.

### Process for Nominating a Colleague:

The nomination form is available at [grcc.edu/staffexcellence](http://grcc.edu/staffexcellence). The nomination form consists of three sections: the nomination form, the nominator narrative and the signatures form. The nomination process consists of completing all sections of this form.

When complete, email the form to the Office of Staff Development via **Angela Salinas** at [angelasalinas@grcc.edu](mailto:angelasalinas@grcc.edu).

### NOMINATION FORM AND NOMINATOR NARRATIVE

#### Instructions:

- 1) Complete each relevant section in this form.
- 2) Obtain supporting comments from **at least one** additional colleague. Enter all comments into the section labeled "Additional Nominator." Identify comments from all additional nominators with the corresponding nominator's name.

### SIGNATURES FORM

#### Endorsement Requirements:

- a) Endorsers may sign only one petition per academic year.
- b) A person who writes a narrative for a nominee is not eligible to sign this document.
- c) Members of the Award Selection Committee are not eligible to sign any petition.
- d) Endorsers must include staff and/or employee representation (current or retired) from at least two different departments.
- e) Students may also be included as endorsers.

#### Signatures Form Instructions:

- 1) Print the form to obtain the 12 required signatures from endorsers.
- 2) Scan the Signature Form and email it, along with the Nomination Form, to the Office of Staff Development via **Angela Salinas** at [angelasalinas@grcc.edu](mailto:angelasalinas@grcc.edu) by 5:00 p.m. on May 10, 2019.

**NOMINATION FORM**

Before completing this editable PDF (.pdf) form, please review the criteria for nomination found at [grcc.edu/excellence](http://grcc.edu/excellence).

**Nomination Form Instructions:**

- 1) Complete each relevant section in this form.
- 2) Obtain supporting comments from *at least one* additional colleague. Enter all comments into the section labeled "Additional Nominator." Identify comments from all additional nominators with the corresponding nominator's name.
- 3) Save this form to the your computer and also email it, along with the signatures form, to the Office of Staff Development via [angelasalinas@grcc.edu](mailto:angelasalinas@grcc.edu).

**NOMINEE**

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Title: \_\_\_\_\_ Department: \_\_\_\_\_

**NOMINATOR 1**

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Title: \_\_\_\_\_ Department: \_\_\_\_\_ GRCC Phone: (\_\_\_\_) \_\_\_\_\_

**ADDITIONAL NOMINATOR(S)**

**Additional Nominator 2:**

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Title: \_\_\_\_\_ Department: \_\_\_\_\_ GRCC Phone: (\_\_\_\_) \_\_\_\_\_

**Additional Nominator 3 (if applicable):**

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Title: \_\_\_\_\_ Department: \_\_\_\_\_ GRCC Phone: (\_\_\_\_) \_\_\_\_\_

**Additional Nominator 4 (if applicable):**

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Title: \_\_\_\_\_ Department: \_\_\_\_\_ GRCC Phone: (\_\_\_\_) \_\_\_\_\_

**NOMINATOR NARRATIVE**

On the following pages, please complete all seven (7) categories: Education, Student Service, College Service, Professional Development, Community Service, Conclusion and Additional Nominator Comments.

**NOMINATOR NARRATIVE**

**Education**

Provide a narrative of support that speaks to the quality of this nominee as a staff member, from your perspective.

Provide specific, concrete examples of innovative ideas, activities and/or any other examples that demonstrate why this nominee is an exemplary staff member. Please number your examples.

**NOMINATOR NARRATIVE**

**Student Service**

Provide a narrative of support that speaks to the quality of this nominee in terms of service to students, from your perspective.

Provide specific, concrete examples of ways in which the nominee serves the needs of students at GRCC, either within his or her department and/or college-wide (e.g., leader of a student organization, advising a student, providing resources to students, committees around student success, etc.)

**NOMINATOR NARRATIVE**

**College Service**

Provide a brief narrative that speaks to the quality of this nominee in terms of service to the college, from your perspective.

Provide specific, concrete examples of the nominee's service to the college. This could include serving on committees, departmental activities and/or service, presentations, etc.

**NOMINATOR NARRATIVE**

**Professional Development**

Provide a brief narrative that speaks to the quality of this nominee in terms of professional development, from your perspective.

Provide specific, concrete examples of ways in which the nominee continues to develop skills and knowledge within his or her profession and/or field of study.

**NOMINATOR NARRATIVE**

**Community Service**

Provide a brief narrative that speaks to the quality of this nominee in terms of service to the community, from your perspective.

Provide specific, concrete examples of ways in which the nominee serves the community.

**NOMINATOR NARRATIVE**

**Conclusion**

Provide a concluding statement as to why the nominee deserves of the Excellence in Education Award, especially highlighting evidence of his or her contribution to the mission and vision of this college as a whole. (Think of this as your concluding argument to convince the review team why the nominee should be selected out of the pool of candidates.)



**NOMINATOR NARRATIVE**

**Additional Nominator Comments**

Provide supporting comments from *at least one* additional colleague besides the nominator here. First, identify the name of the additional nominator, then write the comments. The nominator(s) may address each section above (i.e., education, student service, college service, professional development and/or community service), but it is not a requirement for nomination (i.e., a person may choose to highlight only certain sections).

**SIGNATURES FORM**

- This form can be printed out in order to obtain the required 12 signatures of support.
- Endorsers may sign only one petition per academic year.
- A person who provided information for the Nomination Form (primary nominator or supporting commenters) is not eligible to sign this document.
- Members of the Award Selection Committee are not eligible to sign any petition.
- At least five (5) of the endorsers must be GRCC staff and/or faculty; the rest may be additional staff or faculty, or students who have had a course from the professor within the past three (3) years.
- Scan this form to a computer, to be emailed to the Office of Staff Development via **Angela Salinas** at [angelasalinas@grcc.edu](mailto:angelasalinas@grcc.edu).

**Endorsers**

Print Name	Signature	Department	Faculty	Staff	Student
1. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

