



Excellence in Education Award Nomination Information—Full-time Faculty

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 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 faculty will automatically be reconsidered in the following year.
 - Nominators have the opportunity to update their nomination if desired. Contact the Provost office at provost@grcc.edu or (616) 234-3920 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 (select one of the following options):

Option 1:

Encourage department or program to identify a candidate.

- One person from the group initiates the nomination to organize a team to complete the Excellence in Education award nomination form.
- Each section of the nomination form to be completed by relevant stakeholders - education by a faculty, student services by a student, community service by a community member, college services by a member of a college committee, professional development by their supervisor. Sections included:
 - Teaching
 - Student Service
 - College Service
 - Professional Development
 - Community Service

Option 2:

The nomination process consists of completing two (2) forms—the Nomination Form and the Signatures Form. Download both forms from the column at right or go to grcc.edu/excellence.

When both forms are complete, email them to the Provost office at provost@grcc.edu.

NOMINATION FORM

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 your computer and also email it, along with the signatures form, to the Provost office at provost@grcc.edu.

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 faculty and/or employee representation (current or retired) from at least two different departments.
- e) Students may also be included as endorsers.

Signature Form Instructions:

- 1) Print this form to obtain the 12 required signatures from endorsers.
- 2) Scan the Signature Form and email it, along with the Nomination Form, to the Provost office at provost@grcc.edu by 5:00 p.m. on **MAY 10, 2019**.

This publication is available in alternative formats upon request. Please contact Disability Services at (616) 234-4140 for more details.