

Lake Michigan College's Outstanding TEAM of the Year

Eligibility Requirements

College teams, composed of any mix of full-time and part-time staff and faculty of Lake Michigan College, who work as a team to complete a specific goal, are eligible to compete for an award among other teams at the College. Team nominees can include membership from different departments or divisions, as long as they have been identified as a team (e.g., task force, committee) for the nominated initiative. Nominations will require distinction in any one or more of the following strategic initiatives.

Criteria

Employee teams are nominated by their peers for an extraordinary team effort **and** significant accomplishment in one or more of the following strategic issues:

♦ *Mission and Integrity*

How can Lake Michigan College ensure that it is mission-focused, appreciates the value of self-governance, and promotes core values of excellence, diversity and integrity?

♦ *Teaching and Learning*

How can Lake Michigan College support and document excellence in teaching and learning?

♦ *Preparing for the Future*

How can Lake Michigan College improve its evaluation and planning processes to support the effective allocation of its resources to improve the quality of educational programs and services and strengthen the College's ability to address future challenges and opportunities?

♦ *Acquisition, Discovery and Application of Knowledge*

How can Lake Michigan College create and support a culture of inquiry, creativity, excellence, personal responsibility, outstanding customer services, and innovation that leads to programs and services that are continually assessed for quality of relevance?

♦ *Engagement and Service*

How can Lake Michigan College ensure that it effectively supports the cultural, economic, training, and educational needs of the region it serves in ways that add value to the region and the College?

Nomination Process

Nominations must be made by a co-worker and consist of a statement which gives reasons why the nominees deserve to be named as an LMC Outstanding Employee Team. Nominating employees may nominate only one team for an

award each year. Nominating employees must obtain the signature of three other LMC employees who endorse the nomination.

Type of Awards

Nominations will be made and first, second and third place team winners will be selected from teams nominated.

Nature of the Outstanding Team of the Year Awards

Those selected as first, second and third place team winners will be presented with a plaque to be placed in A-Wing with names of each of the outstanding team members engraved on the plates.

- Those selected as first place winners will share a team award of \$1,500.
- Those selected as second place winners will share a team award of \$750.
- Those selected as third place winners will share a team award of \$500.

Awards will be used to further team learning through tuition reimbursement, fees to attend a conference or workshop of their choice, or facilitation of a workshop or retreat. Awards could also be used to further College goals including purchase of equipment/furnishings/educational materials. The awards must be used in the ensuing 12 months after receipt and use determined by consensus of the team.

Announcement of the Awards

All Awards will be presented by the President at Fall Opening Days. Winners will be featured in Opening Days literature with press releases, including photographs, to local newspapers.

Deadline for Nominations

The deadline for nominations is March 22, 2013.

Selection Committee

Committee members will be recommended by Human Resources and approved by the President to serve for a term of two years (i.e., April - March). The Chair will be determined by the Committee members, consisting of one (1) representative from each of the classifications:

- (1) Faculty Member
- (1) Administrator
- (1) Technical/Professional Staff
- (1) Classified Staff
- (1) Facilities Management
- (1) Adjunct Faculty Member



NAMES OF INDIVIDUAL NOMINEES:

TEAM, COMMITTEE, TASK FORCE, DEPARTMENT, DIVISION

Describe how your Nominees have distinguished themselves in both extraordinary team performance and significant accomplishments in one or more of Lake Michigan College's strategic issues and goals; outstanding customer service and/or exemplary quality initiatives:

Nomination Submitted By: _____ Date: _____

Nomination Endorsed By: _____

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