

Lake Michigan College's Outstanding Employee of the Year

Eligibility Requirements

All full-time and part-time staff and faculty of Lake Michigan College are eligible to compete for an award among other employees in their classification. Nominations will require distinction in any one or more of the following strategic initiatives.

Criteria

Employees are nominated by their peers for extraordinary personal performance **and** significant accomplishment in one or more of the following strategic issues:

◆ exemplary contributions towards achievement of LMC's strategic initiatives and goals:

◆ ***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 nominee deserves to be named an LMC Outstanding Employee. Employees may nominate only one person **in each classification** 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 winners selected, from among each employee classification:

Administrators, Professional/Technical, Classified Staff, Facilities Management, Full-time

Faculty and Adjunct Faculty. In addition, one institutional “Lake Michigan College Outstanding Employee of the Year Award” will be chosen from among the winners in the employee classifications.

Nature of the Outstanding Employee of the Year Awards

Those selected in the Full-time Faculty and Adjunct Faculty classifications will receive an award of \$300 in tuition reimbursement or fees to attend a conference or workshop of their choice. The award must be used in the ensuing 12 months after receipt. Those selected in the Administrator, Professional/Technical, Classified Staff and Facilities Management employee classifications will receive three (3) additional days of vacation. An awardee keepsake will be presented to winners in each of the employee classifications, as well as to the Outstanding Employee of the Year. If the Institutional Outstanding Employee of the Year winner is a Full-time Faculty or Adjunct Faculty, he/she will receive \$1,000 in tuition reimbursement or fees to attend a conference or workshop or to purchase a piece of equipment or resource supportive of their work at the College. If the Institutional Outstanding Employee of the Year winner is selected from the Administrator, Professional/Technical, Classified Staff or Facilities Management employee group, he/she will receive seven (7) additional vacation days. A plaque will be placed in the A-Wing with the names of each of the outstanding employees engraved on plates.

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



OUTSTANDING EMPLOYEE OF THE YEAR

NOMINEE: _____ **POSITION:** _____

CLASSIFICATION

_____	Full-time Faculty	_____	Adjunct Faculty
_____	Classified	_____	Administrator
_____	Professional/Tech	_____	Facilities Management

Describe how your Nominee has distinguished himself/herself in both extraordinary personal performance and significant accomplishments in one or more of Lake Michigan College's strategic initiatives and goals; outstanding customer service and exemplary quality initiatives:

Nomination Submitted By: _____ **Date:** _____

Nomination Endorsed By: _____
