

ANNUAL EXCELLENCE AWARDS

Related Board of Trustees Policy: BP 2.22

OPR: Vice President for Students

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ANNUAL EXCELLENCE AWARDS

Each year the College recognizes excellence in employee performance in service to the College and its students. The Annual Excellence Awards program strengthens collegiality, acknowledges employee contributions and advances a culture of individual excellence, empowerment, and teamwork across departments and faculty/staff. Annual winners are recommended as candidates for the North Carolina Community College System (NCCCS) Excellence Awards.

Excellence Award Committee

The Excellence Award Committee meets regularly September through April. Members of the committee are not eligible for excellence awards during their period of service on the committee. The committee is comprised of the following members:

- Two co-chairs of the committee: the most recent recipients of the Excellence in Teaching Award and the Staff Excellence Award
- The previous year's two committee co-chairs
- Eight (8) at-large committee members, appointed for staggered three (3) year terms. The Vice President for Students is the Advisor for this committee. The at-large members are selected by the Executive Leadership Team (ELT) to include a diverse group of faculty and staff from departments throughout Craven Community College.

Excellence in Teaching Award

The Excellence in Teaching Award recognizes a full-time Craven Community College faculty member who has consistently demonstrated excellence in teaching to their students and the college. To be eligible for the Excellence in Teaching Award, a faculty member must have taught curriculum courses for Craven Community College for a minimum of two (2) consecutive semesters prior to the current academic year, and have not received this award during the past five years.

The award winner receives:

- Recognition at Commencement that includes
 - Seating on the Commencement stage
 - A cash prize of \$500
 - A medallion presented by the College President during the Commencement ceremony
- Recognition on the College's "Wall of Excellence" for the subsequent year
- Recognition at the next Convocation that includes
 - A commemorative plaque
 - A Craven Community College Foundation sponsored professional development award of \$500 to be used during the forthcoming academic year

- A designated parking space (location selected by the recipient) for the forthcoming academic year

Note that the College's Excellence in Teaching award is distinct from the "Community Fabric Award for Leadership in Education" that is sponsored by the Craven Community College Foundation. The latter award is managed in a separate process using different award criteria.

Staff Excellence Award

The Staff Excellence award recognizes excellent performance and commitment to the Craven Community College mission by administrative or staff employee. All permanent full-time employees are eligible, excluding faculty, the College President and employees directly reporting to the College President. In addition, employees must have served continuously in an eligible position for at least one year prior to the start of the current academic year and have not received this award during the past five years.

The award winner receives:

- Recognition at Commencement that includes
 - Seating on the Commencement stage
 - A cash prize of \$500
 - A medallion presented by the College President during the Commencement ceremony
- Recognition on the College's "Wall of Excellence" for the subsequent year
- Recognition at the next Convocation that includes
 - A commemorative plaque
 - A Craven Community College Foundation sponsored professional development award of \$500 to be used during the forthcoming academic year
 - A designated parking space (location selected by the recipient) for the forthcoming academic year

Adjunct Excellence in Teaching Award

This award recognizes an adjunct faculty member who has consistently demonstrated excellence in teaching to their students and the College. To be eligible, an adjunct faculty member must have taught for the College for a minimum of two (2) semesters within the past two (2) academic years and have not received this award during the past five years. Full-time faculty members who teach as an adjunct during the summer are not eligible.

The award winner receives:

- Recognition at Commencement that includes
 - Seating on the Commencement stage
 - A cash prize of \$300
 - A medallion presented by the College President during the Commencement ceremony
- Recognition on the College's "Wall of Excellence" for the subsequent year
- Recognition at the next Convocation that includes
 - A commemorative plaque
 - A Craven Community College Foundation sponsored professional development award of \$250 to be used during the forthcoming academic year
 - A designated parking space (location selected by the recipient) for the forthcoming academic year

Award Nomination Process

Faculty, staff, and students may nominate full-time and adjunct faculty and staff members for the respective award using the online nomination form located on the College's website. The nomination period opens during late October and remains open for approximately one (1) month, closing before the Thanksgiving holidays in November.

Once the nomination process closes, the committee co-chairs will send emails to the nominees congratulating them on their nomination and inviting them to apply for the respective award. An application is attached to the email along with instructions on how and when to apply. The application period closes at the end of January.

Selection Process

The selection process begins once the nomination period closes. The Committee screens the applications, checking for eligibility and complete submissions. The Vice President for Students shall review the personnel file of each proposed candidate to verify there are no disqualifying personnel actions.

Each Committee member then evaluates the screened applications and rank orders the candidates for the respective award. The Committee meets to discuss the rankings and the relative merits of each application to determine which finalists to interview.

For the finalist interviews the committee uses:

- A scoring rubric (see attachment 1). The rubric is provided in advance to each finalist
- A pre-determined set of interview questions (see attachment 2).

A teaching demonstration, no longer than 20 minutes, is required for faculty and adjunct faculty finalists. Once interviews have concluded, the Committee meets to determine the award recipients.

Notification Process

The committee co-chairs will send the names of the award recipients to the Vice President for Students no later than the first week of April. The Vice President for Students forwards these to the College President.

The ELT notifies each award recipient in person. When possible, the ELT and Award Committee members will make a visit to the recipient's respective classroom or office to announce the award.

Following the in-person award notifications, College-wide announcements are made via an email from the College President and in the Craven Weekly and Panther Tracks publications.

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