

ANNUAL EXCELLENCE AWARDS

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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. The Vice President for Students serves as the Advisor for the committee. 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 are 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 at-large members are selected by the Executive Leadership Team (ELT) to include a diverse group of faculty and staff from departments throughout the 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 (5) years.

The award recipient receives:

- Recognition at Commencement:
 - Seating on the Commencement stage
 - A medallion presented by the College President during the Commencement ceremony
- Net monetary award of \$500
- Recognition on the College's "Wall of Excellence" for the subsequent year

- Recognition at the next Convocation:
 - 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
- Nomination as a candidate for the North Carolina Community College System (NCCCS) Excellence Awards
- Co-Chair duties for the Excellence Award Committee for the upcoming 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 employees. 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 (1) year prior to the start of the current academic year and have not received this award during the past five (5) years.

The award recipient receives:

- Recognition at Commencement:
 - Seating on the Commencement stage
 - A medallion presented by the College President during the Commencement ceremony
- Net monetary award of \$500
- Recognition on the College's "Wall of Excellence" for the subsequent year
- Recognition at the next Convocation:
 - 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
- Nomination as a candidate for the North Carolina Community College System (NCCCS) Excellence Awards
- Co-Chair duties for the Excellence Award Committee for the upcoming academic year

Adjunct Faculty/Instructor Excellence in Teaching Award

This award recognizes an adjunct faculty member or instructor who has consistently demonstrated excellence in teaching to their students and the College. To be eligible, an adjunct faculty member or instructor 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 (5) years. Full-time faculty members who teach as an adjunct during the summer are not eligible.

The award recipient receives:

- Recognition at Commencement:
 - Seating on the Commencement stage
 - A medallion presented by the College President during the Commencement ceremony
- Net monetary award of \$300
- Recognition on the College's "Wall of Excellence" for the subsequent year
- Recognition at the next Convocation:
 - 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 member or instructor and staff members for the respective award using the online nomination form located on the College's website. Committee members and advisor may nominate but may not write letters of support for nominees. The nomination period opens during late October and remains open for approximately one (1) month, closing before the Thanksgiving holiday 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:

- The *Scoring Rubric* form. The rubric is provided in advance to each finalist
- A pre-determined set of *Interview Questions*

A teaching demonstration, no longer than 20 minutes, is required for faculty and adjunct faculty member or instructor 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.

Faculty and Staff Excellence Award recipients are recommended as candidates for the North Carolina Community College System (NCCCS) Excellence Awards. The respective Vice President will oversee development of the nomination packet. Packets should be submitted to the College's Director of Communications ten (10) days prior to the deadline posted by the State Board of Community College's to ensure time for review.

Associated Forms

- 2.22.1a. *Staff Excellence Rubric & Interview Questions*
- 2.22.1b. *Excellence in Teaching Rubric & Interview Questions*



Staff Excellence – Rubric

Candidate Name: _____

Person Screening: _____

Total Score: _____

Selection Criteria	Comments	Exceeds Expectations 3	Meets Expectations 2	Does Not Meet Expectations 1
1. Models excellence within profession including job performance and initiative, as well as promoting a positive, service-oriented work environment.				
2. Uses college resources responsibly (time, money, technology, personnel) for benefit of college, students and community.				
3. Strives to find ways to engage students with the college (through excellent customer service, mentoring, communications)				
4. Identifies an innovation or method that resulted in a positive impact or met a need for the college community.				
5. Provides service beyond their job at college and/or in the community.				
6. Demonstrates continual improvement in job position.				
7. Communicates effectively with colleagues, which fosters an environment in which we all work together for the common good of our students.				



Staff Excellence – Interview Questions

1. What makes you stand out or excel in your position?
2. Tell us how you effectively communicate with colleagues to ensure student success.
3. Describe a time you showed and/or implemented innovation in your department at Craven Community College. How did the challenges for this year impact your role and allow for innovation?
4. What is the most important thing you do at Craven CC?
5. How would Craven CC be different if no one did your job?
6. Craven CC's core values are diversity, integrity, learning, quality, respect, and trust. In terms of your role, how do you demonstrate the College's core values and which of the core values do you identify with most strongly?

7. In what ways do you think you go ‘above and beyond’ your role?

8. Is there anything else you would like to share in regard to your role or about yourself?



Excellence in Teaching – Rubric

Candidate Name: _____

Person Screening: _____

Total Score: _____

Selection Criteria	Comments	Exceeds Expectations 3	Meets Expectations 2	Does Not Meet Expectations 1
1. Engages students (committee) directly during the teaching demo. (Gets committee involved beyond lecturing).				
2. Integrates multiple methods to support diverse learning styles (kinesthetic, audio, visual, technology, etc.)				
3. Expresses genuine investment in students' progress and achievement.				
4. Empowers students to challenge themselves and support each other. (Ex: peer learning community)				
5. Provides service beyond their job at college and/or in the community.				
6. Willingness to innovate through proposing and/or implementing ideas.				
7. Has measurable system in place for quality assessment of student learning.				
8. Attention to professional and personal development.				

Excellence in Teaching – Interview Questions

1. What makes you stand out or excel as an instructor?

2. What strategies do you use to assist our diverse student population to become successful students?

3. Describe any new technologies or innovations that were implemented to overcome the challenges of this year and the teaching environment.
 - How did the challenges of this year affect your teaching environment?

 - How did you overcome those challenges?

4. How do you utilize learning objectives and how do you assess whether students have met learning objectives in your courses?

5. Craven CC's core values are diversity, integrity, learning, quality, respect, and trust. In terms of your role, how do you demonstrate the College's core values and which of the core values do you identify with most strongly?

6. In what ways do you think you go "above and beyond" in your role as an instructor?

7. Is there anything else you would like to share regarding your teaching or about yourself?