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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 March. The Vice President for Development 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.
- Committee members nominated for an award may opt out of the committee for that year not forfeiting membership, only pausing service for one year.

Excellence in Teaching Award

The Excellence in Teaching Award recognizes a full-time Craven Community College faculty/instructor who has consistently demonstrated excellence in teaching to their students and the College. To be eligible for the Excellence in Teaching Award, a faculty/instructor must have taught curriculum/wfd 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.

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/instructors, 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.

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/instructors who teach as an adjunct during the summer are not eligible.

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 Craven Compass. 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 linked in 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 Development 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. A presentation, no longer than 20 minutes, is optional for staff to showcase

significant accomplishments and achievements they wish to share. This demonstration is for committee members only during the interview. 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 Development no later than the last week of March. The Vice President for Development forwards these to the College President.

The ELT notifies each award recipient in person. When possible, the ELT and The Excellence 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 Executive Director of Community Engagement ten (10) days prior to the deadline posted by the State Board of Community College's to ensure time for review.