

CENTER FOR EXCELLENCE NOMINATION FORM



The mission of the Center for Excellence is to promote a process that will provide tools, training, and support for the College staff that enhances teaching, learning, and leadership.

Nominations for Excellence Awards will be presented to and decided upon at regularly scheduled meetings of the Center for Excellence Committee, and presented to the president for approval. Meetings are generally held as noted below:

Nomination Deadlines: August 31, October 31, and March 31

Awards Presented: September, November and April

EXCELLENCE AWARD GUIDELINES:

The Center for Excellence will present Excellence awards to individual faculty, staff, departments, or groups on campus that exemplify excellence in teaching, learning or leadership. Any John A. Logan College employee may make a nomination of another individual or group for an Excellence Award.

One or more of the following criteria must be met:

- 1. Exceeding expectations of job classification**
- 2. Developing an innovative process or project.**
- 3. Being a goodwill ambassador by representing the College to the greater community in a positive manner.**
- 4. Exhibiting leadership**
- 5. Contributing to program improvement**

Please use the following outline as a guideline for submitting an Excellence Award nomination. This form or a separate sheet of paper can be used. In certain instances, nomination forms may be returned for clarification.

1. Name of individual nominee or group: _____

2. Job title of nominee(s): _____

3. Describe how the nominee meets the award criteria. Please cite several examples.

Nominator: _____ Department: _____ Date: _____

*Submit nomination form to Mark Henson, Center Director and Associate Dean for Baccalaureate Transfer, E202.
Questions can be directed to extension 8305.*

For Center use only:

Date Received: _____

Accepted Rejected

Date Reviewed: _____

Returned for Clarification of Rationale