

<b>Guam Community College</b>
<b>RECOGNITION PROGRAM</b>

**EMPLOYEE OF THE YEAR  
FACULTY EXCELLENCE AWARD  
SUPERVISOR OF THE YEAR  
ADMINISTRATOR OF THE YEAR**

*Objective*

To establish an incentive program to recognize outstanding employees of Guam Community College who demonstrate creativity, exemplary performance, provide exceptional contributions, and/or model excellent service to the College and its constituents. This program encourages a culture of appreciation and recognition amongst the GCC community.

*Development*

The Recognition Committee will be comprised of six members (four GCC employees and two GCC students). Vice Presidents will nominate administrators, staff, and faculty for the committee. COPSA and the Office of Center for Student Involvement (CSI) will nominate the student representatives. The Administrator of Human Resources will nominate a Human Resources Office (HRO) representative who will serve as the non-voting convener of the committee.

Based on the nominations, the President will select and appoint the Recognition Committee that comprises of the following: two student representatives, one faculty, one staff, one administrator, and a HRO representative for the academic year.

The committee's responsibilities include:

- Select a Chairperson for the Recognition Committee.
- Review the criteria, procedures, timelines, and forms and make recommendations for changes, if necessary.
- Announce the nomination procedure and timelines to the campus community.
- Convene to review nominations and select award winners using a secret ballot.
- Committee may also conduct an interview of all nominees per award.
- Submit recommendations for President's approval.
- Prepare a report at the end of the project for the President.

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The President’s Office will be responsible to:

Inscribe recipients’ names onto plates for the perpetual plaque; prepare certificates of recognition, and requisite for monetary awards for recipients. Care must be taken to insure that the recipient names are kept secret during the requisition stage.

Organize a College recognition event to announce award winners (to include selection of venue, food, and setup; purchase of plaques for certificates). Note: all nominees will receive letters of recognition from the President. Names of nominees will only be announced if there is more than one nominee per award.

Take photos of award recipients and send a press release.

***Eligibility***

All permanent, full-time employees who have served GCC for at least twelve months (except employees appointed to the current Recognition Committee and its appointing officials – President and Vice Presidents) are eligible for the honor, which will be given at the annual awards ceremony in early to mid April.

The nominator and nominee shall not be the same individual.

No GCC employee is eligible for any of the awards for two consecutive years.

***Definitions***

For the job definitions of the following categories: employee, faculty, supervisor, and administrator, please refer to attached Human Resources official listing.

***Time line***

HRO to remind VPs and CSI to submit nominations of Committee members to President by 1 <sup>st</sup> Monday in September	3 <sup>rd</sup> Friday of Aug
President to select and appoint members of Recognition Committee.	3 <sup>rd</sup> Monday of Sep
Committee to convene	4 <sup>th</sup> Monday of Sep
Announcement of Recognition Program to campus	2 <sup>nd</sup> Monday of Oct
Deadline for submissions to HRO	2 <sup>nd</sup> Friday of Nov
HRO to screen all nominations for eligibility	3 <sup>rd</sup> Friday of Nov
Recognition Committee deliberations & selection	November-February
Committee’s recommendations to President	Last Friday of Feb

President's Office to process awards & plan recognition event	March – April
President to announce award recipients	1 <sup>st</sup> Monday of Apr
College Annual Recognition event	Early to mid April
Press release of award recipients	1 <sup>st</sup> Monday of May

**Evaluation period:** the pervious fiscal year.

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***Budget***

Annual cash award for 4 recipients:	\$500 x 4 .....	\$2,000.00
Plaques for 4 recipients:	\$30 x 4.....	\$120.00
Hall of Fame perpetual plaque:	\$500 (one time – completed in 2005)	
Annual recognition event:	\$3,000.00 .....	\$3,000.00

***Program Procedures***

1. The Chairperson of the Recognition Committee will notify the campus of the recognition program, the nominating procedures, and distribution of nomination forms via the Assistant Director of Communications and Promotions. Nominations will be accepted from students, faculty, staff, and administrators.

2. Timeline:

a. Asst. Dir. of Communications and Promotions announces to the campus about the recognition program by second Monday of October. Nomination packets to be picked up and dropped off at GCC's Human Resources Office.

The nomination deadline for the awards is second Friday of November.

The Committee to submit recommendations to President by last Friday in February.

The award recipients will be announced on first Monday in April.

3. The nominators are responsible to complete the nomination forms to include supporting documents (letters, commendations, news clippings, photos, etc.). Exceptional performance beyond the established duties and responsibilities of the individuals nominated must be justified and given in concise narrative form (**not to exceed two pages**).

4. The Committee will review and evaluate all nominations. A secret ballot process will determine the award recipients. The evaluation process shall adhere to the guidelines for selection. An employee whose current work record, documented on the performance evaluation form, is less than satisfactory will be disqualified for consideration by the Administrator of Human Resources.

### *Awards*

The award recipients will receive \$500 cash, their names inscribed onto the perpetual plaque, and a certificate of recognition from the President. A copy of the certificate will be placed in the employee's personnel file at the Human Resources Office. A news release and photo of the recipients will be given to the local media for publication.

A Hall of Fame will be established at GCC's Student Services and Administration Building to recognize honored award recipients.

Revised 10/5/06

<b>Guam Community College</b>
<b>RECOGNITION PROGRAM NOMINATION FORM</b>

This program is to recognize a permanent, full-time employee, faculty, supervisor, and administrator (see HR for clarification of job title) of Guam Community College who demonstrates consistent, exemplary performance.

**SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.**

Name of nominee \_\_\_\_\_ Date \_\_\_\_\_

Category (Circle Only One):    **Employee**      **Faculty**      **Supervisor**      **Administrator**

I nominate the above-mentioned individual based one or more of the following criteria (please check) within the time frame of **Fiscal Year 2006 (October 1, 2005-September 30, 2006):**

- Human relations     Teamwork     Service     Professionalism/Leadership
- Knowledge/Expertise

Summarize below, or in an addendum, why the nominee should be considered based on the criteria checked above. Provide the most objective evidence possible and feel free to use another sheet to document your reasons for your nomination along with supporting evidences (newspaper clippings, photos, letters, recommendations, evaluations, certificates, etc.). Narrative should not exceed two pages.

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Suggests improvements of methods and procedures to increase overall efficiency of College programs.

Demonstrates exceptional ability in the tasks associated with his/her position and in all assignments he/she accepts.

Exhibits excellence in work quality and quantity.

Manages with proven results of stewardship and accountability.

Shows evidence of professional development or continuous improvement.

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