The Excellence in Education Award was established in 1989 to honor an individual Grand Rapids Community College employee for his or her contributions to the College, higher education and the community. In 2000, it was decided to honor both an outstanding staff member and an outstanding faculty member. The recipient in each area receives an award of $1,000 and a $1,000 contribution to the GRCC Foundation is made in the recipient’s name.

NOMINATION PROCEDURES

• Nominate a colleague who has been employed for at least five (5) years at GRCC and has not received the award previously.
• Do not tell the nominee they are being nominated. This is to be kept confidential from the nominee.
• The nominee must be an employee in good standing.
• Obtain 12 signatures: 4 within the department; 4 outside of the nominee’s department; 4 others which can include retired GRCC employees or students. (Endorsers may sign only one petition per academic year, members of the award selection committee are not eligible to sign any petition. A person who writes a narrative for a nominee is not eligible to sign this document.)
• The nominator will write a narrative on the official nomination form describing how the nominee exemplifies the GRCC Values, speaking to the nominee’s impact across the college (not just in his/her own area). Limit the narrative to two pages.
• The nominator will find one faculty member or student and one additional GRCC employee to write a supporting narrative on the official narrative form describing how the nominee meets the award criteria; limit each narrative to two pages.
• A selection committee, chaired by the Executive Director of Organizational Learning, with representatives from CEBA, ESP, Campus Police and Meet & Confer will review the submitted nominations and select a recipient based on the GRCC Values.
• Faculty nominations are due into the Provost’s Office (First Floor - Main Building) by NOON Friday, May 30, 2014.
**EXCELLENCE IN EDUCATION FACULTY AWARD**
**2014 Nomination Form**

### NOMINEE

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<td>Title</td>
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### NOMINATOR

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<td>Last Name</td>
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<td>Phone (Campus)</td>
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<td>Phone (Home)*</td>
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<td>Title</td>
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*Home phone is optional

### NOMINATION REMINDERS

- Any current or retired GRCC employee may place the name of any current full time GRCC faculty member who has been employed for at least 5 years in nomination.
- The nominator will complete the nomination process by:
  - Completing the entire nomination form
  - Writing a narrative describing how the nominee exemplifies each of the GRCC Values (criteria). Nominators should speak to the nominee’s impact across the college (not just in his/her own area). **NOTE: This must be in the format provided addressing each GRCC Value individually.**
  - Listing specific examples under each criteria heading on the nomination materials
  - Providing two supporting documents with original nominator form, supporters should be either a faculty member or staff member. **NOTE: These documents must be in the format provided addressing each GRCC Value individually.**
- At least one supporter must be from outside the original nominator’s department (could be a person from outside the college)
- Nominations will be invalid if all supporting documents do not accompany the nomination
- Keep nomination confidential.
**SUPPORTING SIGNATURES**

*12 signatures: 4 within the department; 4 outside of the nominee’s department; 4 others which include retired GRCC employees or students.

**Endorsers may sign only one petition per academic year, members of the award selection committee are not eligible to sign any petition. Make your signature as legible as possible. If you have written a letter of support, DO NOT sign this form.**

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**NOMINATION NARRATIVE**

Describe how the nominee exemplifies each of the GRCC Values (criteria) - Two-page limit

<table>
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<tr>
<th>Name of Nominee</th>
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</table>

**Excellence** – **committed to the highest standards in our learning and working environment and strives for distinction in all aspects of their work.**

**Diversity** – **creates an inclusive learning and working environment that recognizes the value and dignity of each person.**

**Responsiveness** – **anticipates and addresses the needs of students, colleagues, and community.**

**Innovation** – **seeks creative solutions to problems through experimentation and adaptation.**

**Accountability** – **sets benchmarks and outcomes to frame decision-making, measure performance, and evaluate results.**

**Sustainability** – **uses resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.**

**Respect** – **treats others with courtesy, consideration and civility.**

**Integrity** – **committed to GRCC values and takes personal responsibility for their words and actions.**

Signed: ____________________________________________________________  ____________________________________________________________

(Print Name)  (Signature)
# SUPPORTIVE NARRATIVE (1)

Describe how the nominee exemplifies each of the GRCC Values (criteria) - Two-page limit

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**Diversity** – creates an inclusive learning and working environment that recognizes the value and dignity of each person.

**Responsiveness** – anticipates and addresses the needs of students, colleagues, and community.

**Innovation** – seeks creative solutions to problems through experimentation and adaptation.

**Accountability** – sets benchmarks and outcomes to frame decision-making, measure performance, and evaluate results.

**Sustainability** – uses resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

**Respect** – treats others with courtesy, consideration and civility.

**Integrity** – committed to GRCC values and takes personal responsibility for their words and actions.

Signed: _______________________________  _______________________________

(Print Name)  (Signature)
**SUPPORTIVE NARRATIVE (2)**

Describe how the nominee exemplifies each of the GRCC Values (criteria) - Two-page limit

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</tr>
</tbody>
</table>

Signed: ________________________________  ________________________________

(Print Name)  (Signature)