Hillsborough Community College
Guidelines for 2012 Employee Excellence Awards

Purpose
Hillsborough Community College considers excellence in a work setting to be more than an individual’s ability to perform their job responsibilities in a competent and capable manner. Administrators, faculty and staff are expected to display satisfactory job performance. However, many employees choose to achieve a higher level of performance and productivity in the accomplishment of their job responsibilities and produce quality work at a level higher than competency requires. This high level of achievement is demonstrated in working with students, faculty, administrators and support staff to foster a quality learning environment. In addition, many employees volunteer their time to support campus and/or College-wide committees, perform community service, and/or pursue continuing professional growth.

Awards and Eligibility
The College’s 2012 employee excellence program will include five awards. Each award (with the exception of the Administrator) will be selected at the campus (the District Offices are considered a campus) and College levels. The Administrator award will be selected only at the College level.

- **Adjunct Faculty Excellence Award** – all adjuncts who have taught at least one class in at least two semesters during the last two academic years are eligible.
- **Administrator Excellence Award** - all administrators hired on or before the start of the Academic Year 2011 to 2012 (August 20, 2011) are eligible.
- **Faculty Excellence Award** – all full-time faculty hired on or before the start of Academic Year 2011 to 2012 (August 20, 2011) are eligible.
- **Staff Excellence Award** – all full-time, non-supervisory employees who have completed their probationary period and were hired on or before the start of Academic Year 2011 to 2012 (August 20, 2011) are eligible.
- **Supervisor Excellence Award** – all full-time employees who have completed their probationary period, supervise at least one employee, and were hired on or before the start of Academic Year 2011 to 2012 (August 20, 2011) are eligible.

Selection Procedure
1. Each campus/district offices will form a selection committee consisting of no less than five employees no later than August 31, 2012. The selection committee will, where possible, consist of at least one administrator, faculty, professional/managerial and classified employee. Members on the Campus committee will not be eligible to compete that year. The campus president will choose the committee and chair for their respective campus, and the Cabinet (minus the campus presidents) will choose the committee and chair for the district offices. District positions with work assignments on the campuses will be considered by the district office committee.
2. The campus committees will consider the nominations, select between three to five nominees in each award category and forward the nominee for each category to the campus president/President’s Cabinet (for District) by October 5, 2012. The campus president/President’s Cabinet (for District) will select one employee in each of the
four categories to represent the campus and electronically forward the selected nominations to the Benefits Office by October 9, 2012.

3. The President’s Cabinet will select the chair of the College committee no later than August 31, 2012. The other members of the College committee will consist of the recipients of the College awards from the previous year. The College selection committee will consider the nominations by October 11, 2012 for those employees selected as the campus nominations and for the Administrator award.

4. The campus selections for the four awards will be announced at respective campus celebrations in October. The College President will make the announcement of the College excellence award winners at All College Day on October 19, 2012.

Nomination Procedure
1. Nominations can be initiated by a supervisor, through self-nomination, or by someone else (such as a fellow employee or student). The Benefits Office will forward the guidelines through email to the College Community. In addition, the Benefits Office will post the Employee Excellence program information on the Human Resources website and in the Public Folders (Human Resources > Employee Recognition). Individuals will complete the nomination online and submit the completed nomination by Thursday, September 27, 2012.

2. Nominations will be for accomplishments achieved solely during the award period of August 2011 through September 2012. Accomplishments included in the nomination from outside the award period will not be considered. Nominations must be documented fully and accurately reflect the applicant’s commitment to excellence.

3. The selection criteria will be:
   • **Adjunct** – Examples may include instructional excellence, improvements to learning outcomes, technology use in the classroom, and innovative approach to curriculum presentation.
   • **Administrator** – Example may include support of student achievements and learning outcomes, financial and programmatic management of his/her areas of responsibility and proactive initiatives that will result in student retention and improvement in graduation rates.
   • **Full-Time Faculty** – Examples may include instructional excellence, improvements to learning outcomes, technology use in the classroom, innovative approach to curriculum presentation, grant writing, publications, conferencing, service learning, and club sponsorship.
   • **Supervisor and Staff** – Examples may include outstanding achievements in the performance of work, improvement of College or work area procedures, improvements to coordination enhancement of business operations, problem-solving achievements, and impact of performance of student achievements.

In addition to the above indicators, nominations may include additional evidence of excellence, such as continuing professional or personal development, attendance at workshops/seminars, licensing achieved, completion of degree or non-degree seeking programs of higher education, support of campus and/or College-wide committees, and/or involvement or performance of community service.
Submission Date
Nominations must be completed and submitted online by Thursday, September 27, 2012 for employees to be considered. The award period for consideration will be from August 2011 through September 2012.