

MEMORANDUM

TO: All CCCC Employees

FROM: Dr. Rodney Powell, Executive Director of Center for Academic Excellence
Trinity J. Faucett, Director of Human Resources

RE: 2019-2020 Employee Award Nominations

Our college is successful because of the many highly-motivated employees who contribute their time and energy for the good of the students, the college and our community. We are soliciting nominations to recognize those employees who go above and beyond in their service to the college.

If you know a fellow employee that you feel deserves recognition for their efforts, please consider nominating him or her for that award. The deadline for award nominations is Friday, May 10th.

To nominate someone for an award, review the awards described below to determine which award is most appropriate and then complete the online nomination form.

Summary of CCCC Employee Awards

Faculty Member of the Year

- This award provides recognition of faculty members who exemplify the highest quality and standards of instruction and service to the mission and goals of the college.
- Open to any permanent full-time faculty members, excluding past award recipients.
- Must be in good standing with the college; before submitting your nomination form, please obtain approval from the supervisor of the faculty member you are nominating.

Staff Member of the Year

- This award recognizes excellent performance and commitment to the community college mission by non-teaching staff.
- Open to any permanent full-time staff members, excluding temporary or part-time employees, instructors, and past award recipients.
- Must be in good standing with the college; before submitting your nomination form, please obtain approval from the supervisor of the staff member you are nominating.

Adjunct of the Year

- This award is given to recognize part-time faculty who have distinguished themselves as outstanding teachers with a track record of increasing student learning and promoting instructional improvements for their programs/departments.
- Open to any adjunct faculty member who has taught at CCCC within the past academic year. Nominees for this award must be eligible for continued appointment for the following academic year.
- Must be in good standing with the college; before submitting your nomination form, please obtain approval from the supervisor of the adjunct you are nominating.

Excellence in Advising

- This award is given to recognize at least one member of the CCCC faculty or staff who has demonstrated a passion for advising, successfully built relationships with students, and has played a key role in the success of students outside the classroom.
- Any full-time CCCC employee who regularly helps students with academic planning, connecting students to colleges resources or otherwise provides guidance and support outside the classroom is eligible.
- Must be in good standing with the college; before submitting your nomination form, please obtain approval from the supervisor of the employee you are nominating.