

# **MVCC EXCELLENCE AWARD NOMINATION FORM -PROFESSIONAL SERVICE-**

## CANDIDATE CHARACTERISTICS

Individuals nominated for this award must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – associated selection criteria. Candidates must be individuals of achievement, committed to MVCC, respected by the campus community and worthy of emulation by MVCC colleagues and students.

## GENERAL ELIGIBILITY

Nominees for most MVCC Excellence Awards must have completed three academic years of full-time appointment out of the five years prior to the year of nomination. Individuals serving in part-time, or any qualified academic rank such as adjunct, clinical, or visiting capacities are not eligible for this award.

## RESTRICTIONS

Other conditions that preclude nomination are:

- Previous Excellence Award winners in this category.
- Previous Excellence Award winners within past five years in any other category.
- Chief campus office holders (President , VPs, & Assoc. VP).
- Posthumous nominations are ineligible.

## NATURE OF PROFESSIONAL SERVICE

**This Award recognizes consistently superior achievement within and beyond the position.**

## CRITERIA FOR SELECTION

A nominee for this award must be an individual who has repeatedly sought improvement of self and campus. In doing so, candidate must have transcended the normal definitions of excellence. At all position levels, nominees shall be those individuals who can serve as role models for the College and, ultimately a University system in the pursuit of excellence. The following criteria will be used in selecting persons for this award:

Within the Position Description – The candidate must perform superbly in fulfilling the job description for the position held; and

Beyond the Position Description – The candidate should also demonstrate excellence in professional activities beyond the parameters of the job description. The candidate will satisfy the standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision making and problem solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.

## SPECIFIC AWARD ELIGIBILITY

Candidates must presently be serving in full-time administrative/professional capacities with more than 50 percent of their assignment in non-teaching services.

Restriction - Individuals serving in the classified services are ineligible for nomination (one indicator: positions paid on an hourly rather than salary basis are generally in the classified services).

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**NOMINEE:**

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**SUBMITTED BY:**

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*Please address all items on this form to the best of your knowledge. Feel free to expand this form as if you need additional space.*

**1. WITHIN POSITION ACTIVITIES** – (Describe positive evidence that the candidate performs superbly in fulfilling his or her position responsibilities. Consideration should be given to the candidate's ability to perform these functions in a creative and innovative fashion that is of outstanding quality.)

**2. BEYOND POSITION ACTIVITIES** – (Explain how candidate contributes to excellence beyond the job description both on and off campus. Document instances that show flexibility and adaption to college mission and vision.)

**3. COLLEGIALITY** (Consider the following: service on college committees, interrelating with the college as a whole, cooperation with colleagues, commitment to professional ethics, etc.)

**4. LEADERSHIP QUALITIES** (Please explain how candidate has demonstrated leadership in these areas over time. Consider achievement, frequency, consistency, managerial style, etc.)

**RETURN COMPLETED FORM BY February 14, 2025 TO:**  
Grace Costello at [gcostello@mvcc.edu](mailto:gcostello@mvcc.edu)

